

Administrative Assistant

CHAMPIONS ACADEMY / POSITION DESCRIPTION

Program	Champions Academy Afterschool and Summer
Employer	Excel Community Association of Alamance Inc
Reports to	Program Director
Employment	Part time and grant funded; hours assigned by season
Compensation	Per approved offer and budget; not established by this draft
Budget role	5350.110.151

Position overview

Maintains enrollment, attendance, personnel, payroll-support, purchasing, transportation, family-service, and grant records; prepares communications and reports; supports authorized leadership and fiscal processing. Front-desk coverage is coordinated with the separate Receptionist and Operations Manager.

This description consolidates the responsibilities found in the reviewed program records and assigns their practical implementation. It covers both seasons, including preparation and closeout. It is a review draft; ECAA approval and current grant requirements govern adoption.

Key responsibilities

Enrollment attendance and student records

- Receive applications; verify completeness, signatures, emergency contacts, school/grade, medical/allergy information, authorized pickup, parent compact/handbook agreement, internet permission, data-sharing permission, and separate photo consent. Track missing items and approved enrollment/waitlist decisions.
- Maintain accurate master student/family files, school rosters, contact lists, transportation records, and application archives. Check duplicate records, update approved changes, and protect confidential access.
- Collect daily classroom/transportation/sign-in/out information; reconcile actual arrival/departure times, late arrivals, early pickups, and absences. Keep actual attendance from day one, exclude travel, and preserve the audit trail.
- Enter and maintain 21DC data at least weekly under ECAA's authorized procedure. Track cumulative hours, 45-hour entry status, prior attendance when entered, 90-hour progress, ADA and reporting needs; keep threshold rules separate from source attendance.
- Prepare attendance summaries, missing-data lists, installment support, staff-survey completion records, and final academic-year/summer reporting files; alert the Program Director to errors or participation concerns.
- Collect school information with the Program Director from generic authorized school contacts; maintain current contact details, consent, requests, receipts, and follow-up for report cards, school attendance/behavior, and available assessment data.

Personnel payroll and expenditure support

- Maintain employee/volunteer/contractor applications, credentials, onboarding forms, training acknowledgments, background-check documentation, and renewal trackers. Administer ECAA-obtained checks when authorized and route results for independent clearance approval.

- Collect and log online/paper timesheets and Time and Effort records; review completeness, signatures, descriptions, and approved changes; route to Program Director or Executive Director as required before payroll processing.
- Compile weekly receipts, invoices, requisitions, purchase records, service evidence, and travel/mileage documentation; organize them for Financial Manager processing and follow up on missing support.
- Maintain executed contracts, approval correspondence, staff changes, payment-support files, and associated calendars. Do not independently authorize payments or record financial transactions.
- Help maintain inventory support and property records under designated responsibility, including purchase documentation, identifiers, locations, condition updates, and reporting/physical-check files.

Program materials communications and coordination

- Prepare rosters, schedules, calendars, forms, letters, notices, flyers, sign-ins, reports, meeting materials, and monitoring files. Keep electronic/paper filing systems accurate, organized, legible, secure, and retrievable.
- Provide authorized administrative family communication: enrollment confirmations, orientation information, family calendar, reminders, closures, attendance notices, forms, and routine inquiries. Route academic/behavior/safety/formal decisions to authorized leadership.
- Support English/Spanish materials and translation coordination, TalkingPoints and other approved channels, verbal explanation or alternate formats when needed, and confirmation of critical information.
- Coordinate invitations, RSVPs, agendas, sign-ins, handouts, feedback, and documentation for staff training, family education, orientations, showcases, and advisory activities.
- Prepare and update school/driver pickup lists and authorized transportation changes; support meal, trip, consent, incident, and service records with the Operations Manager.
- Answer/routinely route calls, greet visitors, receive messages, handle incoming/outgoing mail, and provide front-desk backup as scheduled. Verify authorized release when assigned; refer discrepancies to leadership.
- Assist grant submissions, CCIP/monitoring document assembly, annual evaluation, year-end/summer closeout, and records-retention checks under the Program Director's direction.

Shared staff responsibilities

- Follow ECAA policies, the approved grant design, assigned schedules, nondiscrimination requirements, and role-specific directions. Perform other assigned duties that support Champions Academy and are appropriate to the position.
- Complete required onboarding, background-check clearance, handbook and emergency-role acknowledgments, meetings, professional development, and performance reviews. Submit credentials and renewal information; report changes affecting eligibility through the required process.
- Record all actual work, including preparation, training, documentation, and closeout, on weekly timesheets and required Time and Effort records. Identify grant and non-grant activities accurately; submit records for independent approval. Do not charge unrelated work to the program.
- Protect student, family, personnel, and financial information. Use authorized systems and individual credentials; secure paper files, devices, and grant property. Report breaches, loss, theft, damage, and inappropriate technology use promptly.
- Know and practice the posted ECCO evacuation, shelter, lockdown, lockout, medical-emergency, missing-child, and reunification procedures. Participate in assigned drills; maintain accountability and supervision whenever responsible for students.
- Report suspected abuse or neglect directly to the appropriate authorities without waiting for internal approval, then notify leadership as required. Report misconduct, conflicts, fraud, or safety concerns through the established process; uphold whistleblower protections.

Qualifications

- Existing website qualifications: high-school diploma or equivalent; office-administration education preferred; administrative experience, preferably educational/nonprofit.
- Strong organization, attention to detail, communication, multitasking, office-software proficiency, and confidentiality.
- Ability to maintain accurate records and learn attendance, student-management, document, and payroll-support systems.

Work schedule and environment

Work is assigned at the Ebenezer and ECCO campus, 734 Apple Street, Burlington, North Carolina, and at approved off-site activities as relevant to the role. Afterschool planning uses 3:00-6:00 PM on full ABSS student days; Summer 2027 planning uses 8:00 AM-5:30 PM. Preparation, meetings, family events, training, and closeout may occur outside student-service hours. Follow the current approved calendar and assigned coverage; a budget allocation is not a promise of hours.

Budget narrative reference: 25 hours/week for 40 academic-year weeks and 7 compensated summer weeks.

Performance and required work products

Performance review covers assigned duties, work products, documentation, safety, confidentiality, attendance, teamwork, and compliance. Retain required plans, logs, approvals, reports, and supporting records. Participate in annual and summer/end-of-assignment evaluations, corrective steps, and follow-up.

ECAA is an equal opportunity employer. Duties will be assigned within the employee's qualifications, training, and applicable accommodations.