Genesee Community Charter School
at the Rochester Museum & Science Center

657 East Avenue • Rochester, NY 14607 • (585) 271-4552 x 460 •

Genesee Community Charter School (GCCS) Overview

Genesee Community Charter School @ RMSC (GCCS) is a public charter school in Rochester, New York educating children in kindergarten through sixth grade. The mission of GCCS is to provide a rich educational experience that values intellectual rigor, community responsibility, and respect for diversity. Our local history-based and globally connected program immerses our students in investigation and discovery, extensively using the cultural and natural resources of our community. We believe that strong student-teacher relationships are essential to student motivation, engagement, and achievement. This philosophy, in combination with authentic efforts at family involvement, and the effective teaching of a rich, rigorous, and engaging curriculum, enable our students to build a strong foundation for college and career readiness.

POSITION TITLE: 10-month Administrative Specialist I (September to June)
REPORTS TO: School Director/Executive Director
HOURS: 7:15 a.m. – 3:15 p.m. Monday through Friday

COMPENSATION: The salary for this position ranges from $35,000 to $50,000. The actual starting pay will be determined by various factors, including but not limited to your full-time work experience, educational qualifications, prior service at GCC Schools, and other relevant considerations.

JOB DESCRIPTION SUMMARY:

ESSENTIAL RESPONSIBILITIES:

- Create a welcoming environment for the GCCS Community entering through the Main Office, when answering and making phone calls, and keeping lobby area organized and welcoming
- Support school wide messaging via GCCS systems and protocols (School Messenger, SeeSaw), support website as needed
- In collaboration with the Director of Operations, manage GoodSchoolsRoc entry and enrollment, provide school tours as directed
- Enter and collect student data and attendance data and enter into the SMS as directed, and support with special education compliance needs
- Enforce all visitor policies and procedures as directed by the School Director
- Monitor daily transportation and ongoing bus changes and input into the SMS
- In collaboration with the Director of Operations, collect record, monitor any student address changes and enter into the SMS
- Collect all mail on a daily basis and date-stamp and distribute accordingly

- In collaboration with the Director of Operations, copier management
- In collaboration with the Director of Operations, maintain cumulative files and monitor and document all requested student records
- Adhere to GCCS policies and procedures as outlined in the Staff Handbook, staff bulletins, and other documents

SCHOOL-WIDE COMPETENCIES:
- Relentless commitment to the school's mission of educating GCCS's students
- Actively demonstrate a commitment to supporting a culture that ensures all students have equal access to meet grade level standards
- Understand the diverse community we serve and commit to closing the achievement gap

ADDITIONAL RESPONSIBILITIES:
- Accomplish all other duties and tasks as appropriately assigned or requested by school leadership

KNOWLEDGE, SKILLS & ABILITIES:
- Demonstrated ability to work collaboratively with other adults
- Strong verbal and written communication skills
- Ability to show care and compassion for others
- Effective conflict management and problem resolution skills
- Time management skills

QUALIFICATIONS:
- High School Diploma required. Associates Degree preferred.
- Ability to collaborate, work flexibly, and demonstrate initiative.
- NYS Fingerprint Clearance

Genesee Community Charter School is proud to be an Equal Opportunity Employer. Our goal is to be a workforce that is representative, at all job levels, of the community we serve. We welcome applications from all qualified individuals.