



## **Academic Executive Assistant**

### **Job Description**

The Academic Executive Assistant provides high-level administrative, operational, and programmatic support to the Chief Academic Officer (CAO) and Director of Instruction and Specialized Programs (DISP). As a key member of the Academic Team, this position supports Academic Leadership in the coordination, implementation, and oversight of K–12 academic programs and the broader supervisory portfolio, including instruction, curriculum and assessment, professional learning, Special Education, Section 504, English Language Development, Gifted and Talented Education, counseling and student support services, family services, enrollment, attendance, and other assigned programs or departments.

Key responsibilities include coordinating academic initiatives; supporting instructional and specialized service provider evaluation processes; managing professional development logistics, schedules, and records; facilitating curriculum and instructional resource management; maintaining academic documentation and tracking systems; coordinating meetings and communication; and monitoring programmatic, procedural, and compliance-related deadlines. The position provides particular support in maintaining required documentation, timelines, and processes related to Special Education and Section 504, while assisting Academic Leadership with organization, reporting, communication, and follow-through across its supervisory portfolio.

The successful candidate is a proactive, highly organized, and detail-oriented professional with strong judgment, initiative, discretion, and follow-through. This individual must be able to manage multiple priorities and sensitive information in a fast-paced K–12 environment where accuracy, confidentiality, compliance, and deadlines are essential.

#### **Reporting Relationships:**

Reports to: CAO and Director of Instruction and Specialized Programs  
Direct Reports: This is a non-supervisory position.

#### **Compensation:**

This is a full-time, 12-month, exempt position. The annualized salary is estimated to be between \$59,400 - \$86,130 and is dependent upon experience. See a detailed outline of benefits and additional compensation at the bottom of the job description.

## **Essential Functions:**

### *Executive and Academic Leadership Support:*

- Provide comprehensive executive administrative, operational, and programmatic support to the Chief Academic Officer and Director of Instruction and Specialized Programs in carrying out the responsibilities of the Academic Department.
- Support Academic Leadership in the coordination and oversight of programs, departments, and services within its supervisory portfolio, including instruction, curriculum and assessment, professional learning, Special Education, Section 504, English Language Development, Gifted and Talented Education, counseling and student support services, family services, enrollment, attendance, health services, and front office operations.
- Assist Academic Leadership with organizing information, maintaining documentation, coordinating meetings, managing calendars and timelines, tracking priorities, and facilitating communication and follow-through across supervised programs and departments.
- Maintain systems for monitoring departmental and programmatic deadlines, deliverables, compliance requirements, leadership priorities, and action items.
- Compile and organize data, reports, documentation, and other information necessary for Academic Leadership to monitor program effectiveness, identify areas of need, and make informed decisions.
- Coordinate meetings involving Academic Leadership, program coordinators, department leads, administrators, staff, families, vendors, external agencies, and other stakeholders as appropriate.
- Prepare agendas, supporting documentation, presentations, reports, correspondence, and follow-up materials for Academic Leadership.
- Track action items and communicate reminders, deadlines, requests for information, and required follow-up to appropriate staff on behalf of Academic Leadership.
- Support cross-departmental initiatives and processes that require coordination among academic programs, specialized services, student support services, and school operations.
- Assist Academic Leadership with special projects, strategic initiatives, compliance activities, program implementation, and organizational priorities as assigned.
- Maintain a high level of confidentiality and professional discretion when working with student, personnel, legal, compliance, health, evaluation, and organizational information.
- Serve as a liaison between Academic Leadership, school administrators, staff members, families, vendors (curriculum and otherwise), and external partners as appropriate.

### *Instructional Programming and Academic Operations:*

- Support the coordination and implementation of K–12 instructional programs and academic initiatives.
- Assist with maintaining academic calendars, implementation timelines, instructional schedules, assessment schedules, and program deadlines.
- Coordinate the distribution, collection, organization, and tracking of academic documents and resources.
- Assist with implementation and logistical support for curriculum, assessment, intervention, enrichment, and instructional initiatives.
- Support Academic Leadership in collecting and organizing data, documentation, and evidence related to academic programming and continuous improvement efforts.

#### *Academic Evaluation and Documentation Support:*

- Coordinate administrative processes associated with instructional staff and specialized service provider evaluation systems.
- Maintain evaluation calendars, observation schedules, required documentation, academic employee records, completion tracking, and evaluation deadlines.
- Communicate evaluation timelines and required actions to supervisors and employees as directed by Academic Leadership.
- Assist with preparing evaluation materials, forms, reports, documentation, and electronic records.
- Monitor completion of required evaluation components and provide Academic Leadership with timely updates regarding outstanding requirements.
- Maintain strict confidentiality of personnel and academic evaluation records.

#### *Professional Development and Staff Learning:*

- Coordinate logistical and administrative support for K–12 professional development and staff learning.
- Maintain professional development calendars, registrations, attendance records, completion documentation, certificates, transcripts, and related records.
- Support scheduling of presenters, trainers, meeting spaces, technology, materials, food, and other professional learning needs.
- Assist with professional development platforms and systems used to document employee learning and licensure-related professional development.
- Coordinate communication regarding professional learning opportunities, required trainings, deadlines, and completion expectations.
- Support onboarding, new employee training, induction programming, and other Academic Team professional learning initiatives.

#### *Curriculum, Assessment, and Instructional Resource Management:*

- Coordinate curriculum, instructional material, assessment, and academic resource ordering in collaboration with Academic Leadership and program coordinators.
- Maintain records of purchases, subscriptions, licenses, renewals, inventory, distribution, and instructional resource needs.
- Communicate with vendors and assist with quotes, purchase requests, invoices, deliveries, and renewals.
- Support the organization and distribution of curricular materials across K–12 programs.
- Assist with maintaining digital curriculum and instructional resource platforms, rosters, access information, and related documentation when appropriate.

#### *Specialized Programs Support:*

- Provide administrative and operational support for academic and specialized programs including, but not limited to:
  - Special Education
  - Section 504
  - English Language Development
  - Gifted and Talented Education

- Curriculum and Assessment
  - Counseling and Student Support Services
  - Multi-Tiered Systems of Support and intervention programming
  - Other academic initiatives assigned to the Academic Team
- Responsibilities may include scheduling meetings, maintaining records, communicating deadlines, tracking required documentation, preparing materials, coordinating services, supporting data collection, and assisting program coordinators and Academic Leadership with implementation needs.

*Special Education and Section 504 Compliance Support:*

- Assist Academic Leadership and designated program staff with monitoring federal, state, organizational, and procedural timelines associated with Special Education and Section 504.
- Track required meetings, evaluations, reevaluations, annual reviews, eligibility processes, plan reviews, notices, documentation, and other compliance-related deadlines.
- Maintain confidential student records and ensure documentation is organized, accurate, accessible to authorized personnel, and maintained according to established procedures.
- Assist with scheduling IEP, eligibility, evaluation, Section 504, and other student support meetings.
- Coordinate meeting invitations, documentation, interpreter needs, staff participation, and family communication as directed.
- Monitor upcoming compliance deadlines and proactively communicate required actions to appropriate staff and supervisors.
- Assist with audits, record reviews, data requests, compliance monitoring, and preparation of documentation for internal or external review.
- Support the maintenance of Special Education and Section 504 databases, tracking systems, and electronic records.

*Data, Records, and Reporting:*

- Maintain accurate databases, spreadsheets, trackers, calendars, and other systems used by the Academic Team.
- Collect, organize, and prepare information for reports, presentations, audits, compliance reviews, leadership meetings, and organizational decision-making.
- Monitor documentation for completeness and accuracy and follow up regarding missing or incomplete information.
- Assist with student, staff, instructional, professional development, evaluation, and program data as assigned.
- Maintain records in accordance with applicable confidentiality, retention, and organizational requirements.

*Administrative Management:*

- Oversee the day-to-day administrative tasks for the Academic Team office, ensuring smooth operations and efficient workflow.
- Manage office supplies, equipment, and facilities to support the needs of the Academic team.

- Maintain and organize executive files and records, both digital and physical, ensuring confidentiality and easy accessibility.
  - Because this position works closely with Academic executive leadership and specialized academic programs, the Academic Executive Administrative Assistant will routinely have access to confidential student, personnel, legal, financial, medical, evaluation, and organizational information. The employee must maintain the highest standards of confidentiality, professional ethics, discretion, and compliance with applicable organizational policies and federal and state requirements, including FERPA and other student privacy requirements.
- Manage and input all receipts, invoices, and contracts into the financial system and maintain ledgers to accurately reflect multiple budgets.

*Event Planning and Coordination:*

- Plan and coordinate internal and external events, conferences, and school-wide events, all staff back-to-school orientation, etc.), and School Accountability Committee meetings.
- Manage event logistics, such as venue selection, catering, travel, accommodations, supply needs, guest speaker/vendor needs, logistics, invoices, etc. ensuring a seamless execution of events.
- Prepare and distribute event materials, including invitations, itineraries, and follow-up communications.
- Manage on-site event logistics; serve as point of contact; and troubleshoot any challenges that may arise to ensure the event runs smoothly

*Communication and Relationship Management:*

- Foster positive relationships with internal and external stakeholders, acting as a liaison between the Academic team and other departments.
- Communicate effectively on behalf of the CAO and DISP, ensuring clear and consistent messaging across all platforms.
- Handle sensitive and confidential information with discretion and integrity.
- Provide professional, responsive communication to staff members, families, administrators, community partners, and external agencies.
- Route questions and requests to appropriate Academic Team members while ensuring timely follow-up.
- Draft and distribute correspondence, notices, reminders, instructions, and other communications on behalf of Academic Leadership.
- Maintain a high level of professionalism when handling sensitive, confidential, or potentially difficult situations.

*Additional:*

- Regular and timely attendance.
- Additional duties as assigned.

**General Qualifications, Skills, Knowledge and Abilities**

- Bachelor's degree in Business Administration, Communications, or a related field preferred.
- Bilingual preferred.

- Minimum of 5 years of experience as an Executive Administrative Assistant, assistant in an educational setting, or in a similar high-level administrative role, preferably supporting C-suite and academic executives.
- Proven experience in managing complex schedules, travel arrangements, and high-level meetings.
- Experience in coordinating meetings, including agenda preparation and minute-taking, is highly desirable.
- Exceptional organizational and time management skills, with a keen attention to detail.
- Strong written and verbal communication skills.
- High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to handle multiple tasks and priorities with a calm and professional demeanor.
- Discretion and professionalism in handling confidential and sensitive information.
- Proactive problem-solving skills with the ability to anticipate needs and act independently.
- High degree of integrity, reliability, and trustworthiness.
- Ability to work effectively in a fast-paced, dynamic environment.
- Strong interpersonal skills and the ability to work well with diverse teams.
- Professional appearance, attitude, and demeanor

#### **Working Conditions:**

***Exposure/Noise Level:*** Occasional exposure to airborne particles, fumes, and outdoor weather conditions. Normal school/office environment with moderate to high noise level.

***Mental Functions:*** Analyze, collaborate, communicate, compare, compile data, compute, coordinate, copy, direct, evaluate, guide, interpersonal skills, present, report, synthesize.

***Physical Activities:*** Office environment including computer interface. Bend, reach, sit, stand, stoop, talk, walk, and heavy person-to-person interaction with staff and students.

***Weight and Force Demands:*** Moderate physical activity (lifting, pulling, and pushing up to 25 pounds).

***Other:*** May be required to work outside of normal working hours and travel for work-related functions.

#### **Why work for Pinnacle?**

As a member of the Pinnacle PACK, you will have the opportunity to be influential every day and make an impact in the lives of our students and our larger community! Our team and school community are diverse and we embrace that diversity as an encouraging, friendly, open, and supportive team and school. We invest in our team members by providing a balanced, growth-oriented, and supportive work environment, while you achieve your career goals within and beyond Pinnacle. Additionally, we offer a robust, comprehensive benefits package that includes:

- Medical, dental, vision, basic life insurance and AD&D plans (100% employer paid for the employee)!
- Participation in the Colorado Public Schools Retirement System PERA (click [HERE](#) to learn more)!
- PERA 401K, and additional 403B, and Roth IRA retirement options!
- Flexible Spending Accounts (FSA) to include Healthcare and Dependent Care!
- Voluntary life insurance for employees and dependents!
- Short and Long Term Disability!
- Colonial Life ancillary benefits including accident, critical illness, and hospital plans!
- Employee Assistance Program with up to four free counseling sessions!
- Paid Time Off

- Vacation
  - 2 weeks for 1st and 2nd years of continuous employment
  - 3 weeks for 3rd and 4th years of continuous employment
  - 4 weeks for 5th and 6th years of continuous employment
  - 5 weeks for 7th year or more of continuous employment
- PTO Days: 8/year
- Holiday Days: approximately 30/year (Based on 2024-2025 school calendar)

***If you want to be part of a caring, supportive community and make a difference as part of the Pinnacle PACK, apply now!***

**About Pinnacle:**

Pinnacle Charter School has served the community for more than 25 years. Authorized by the Colorado Charter School Institute, the Pinnacle is a Title I K-12 school supporting nearly more than 1,900 students in achieving excellence in all aspects of their lives. The K-8 building is located at 1001 West 84th Avenue, Federal Heights, CO. The high school is located at 8412 Huron Street, Thornton, CO. For more information visit <https://www.pinnaclecharterschool.org/>.

*We are an equal opportunity employer committed to a drug free work environment. We participate in E-Verify as part of our onboarding process.*

*Applicants must be authorized to work for ANY employer in the U.S. Pinnacle Charter School is unable to sponsor or take over sponsorship of employment visas.*