

Job Posting: School Administrative Assistant

Baraka Islamic School

Location: North Canton, Ohio

Position Type: Full-Time

Start Date: July 2025

Application Deadline: July 11, 2025

Contact: Baraka Islamic School, 6978 Promway Ave NW, North Canton, OH 44720| Email: jobs@barakaschool.org | Phone: (330) 526-1038

About Baraka Islamic School

Baraka Islamic School is a new private institution in North Canton, Ohio, dedicated to providing a nurturing, faith-based education that fosters academic excellence, character development, and community engagement. We are seeking a highly organized and compassionate School Administrative Assistant to join our team and support the daily operations of our school.

Job Summary

The School Administrative Assistant will serve as the first point of contact for students, parents, staff, and visitors, providing exceptional administrative support to ensure the smooth operation of Baraka Islamic School. This role requires strong organizational skills, attention to detail, and the ability to handle sensitive information with professionalism and confidentiality.

Key Responsibilities

- **Front Office Management:** Greet visitors, answer phone calls, respond to emails, and manage inquiries from parents, students, and the community in a professional and courteous manner.
- **Administrative Support:** Assist with scheduling, maintaining school calendars, coordinating meetings, and preparing correspondence, reports, and other documents.
- **Student Records:** Maintain accurate student records, including attendance, enrollment, and health information, ensuring compliance with state regulations and school policies.

- **Financial Tasks:** Support basic bookkeeping tasks, such as processing payments, managing petty cash, and assisting with budget tracking under the direction of school leadership.
- **Event Coordination:** Assist in organizing school events, parent-teacher conferences, and community outreach programs.
- **Inventory and Supplies:** Monitor and order office and classroom supplies, ensuring resources are available and well-stocked.
- **Collaboration:** Work closely with teachers, staff, and leadership to support school operations and promote a positive, inclusive environment.
- **Compliance:** Ensure adherence to school policies, safety protocols, and state regulations for private schools in Ohio.

Qualifications

- **Education:** High school diploma or equivalent required; associate's or bachelor's degree in business administration, education, or a related field preferred.
- **Experience:** At least 2 years of administrative or office experience, preferably in an educational setting.
- **Skills:**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
 - Excellent verbal and written communication skills.
 - Strong organizational and multitasking abilities.
 - Ability to maintain confidentiality and handle sensitive information.
- **Attributes:**
 - Friendly, approachable, and professional demeanor.
 - Cultural sensitivity and respect for Islamic values and traditions.
 - Ability to work independently and as part of a team.
- **Preferred:** Familiarity with school management software (e.g., DigitalAcademy, GradeLink, FACTS) and basic bookkeeping experience.

Benefits

- Competitive salary commensurate with experience.
- Paid time off and holidays.
- Professional development opportunities.
- A supportive and mission-driven work environment.

How to Apply

Interested candidates should submit a resume, cover letter, and contact information for three professional references to **jobs@barakaschool.org** by **July 11, 2025**. Please include “School Administrative Assistant Application” in the subject line.

Baraka Islamic School is an equal opportunity employer and values diversity in its workplace. We encourage applications from all qualified individuals who share our commitment to education and community.