DIGITAL ARTS & TECHNOLOGY ACADEMY
Part-Time Front Desk Administrative Assistant Position
For Remainder of 2026-27 School Year

SCHOOL SNAPSHOT

The Digital Arts & Technology Academy (DATA) has a student-centered, innovative, and collaborative culture focused on creativity, equity and SEL for students in grades 7-12. To learn more about our school, please visit our website, https://datacharter.org/.

POSITION DETAILS & BENEFITS FOR FULL YEAR POSITION ARE BELOW

***** Since the position we are currently hiring for is starting mid-semester, and it is less than a full school year, working days below will be fewer and pay will be prorated accordingly. *****

- SCHEDULE DURING THE SCHOOL YEAR: Work days are Tuesday through Friday on the school calendar from 7/20/26 through 6/3/27 – 168 days total. There are 8 scheduled hours per day, from 7:30 am to 4:00 pm (with a 30-minute lunch). If need be, contract may be extended 1 to 2 weeks, with corresponding additional pay.

- PAY: For working as noted above through 6/3/27, the pay is $30,859.54. **For budget planning this works out to be approximately $1,185 net pay per check, not including tax deductions or any insurances the employee may select**. DATA pays twice per month, and checks for this position will be from the first check in August 2026 through the second/last check in July 2027.

- SCHEDULE & PAY DURING THE SUMMER OF 2027: For the remainder of June 2027, a separate contract will be done for fewer part-time hours. The schedule will be 3 to 4 hours per day, Monday through Friday, at $23/hour. The first two weeks in July will be off; then, the following school year starts in mid-July.

- BENEFITS: health insurance benefits are offered with this position. There is also a retirement pension benefit that all public school employees participate in: employees contribute 10.7% of of their pay, and DATA contributes 18.15% of their pay into their retirement account as well!

- DUTIES: The Front Desk Administrative Assistant manages the front office of the school and helps students, parents, and community members with various kinds of questions and needs.

This person also takes care of calls and emails to the school, daily attendance, all aspects of enrollment, supporting Administration, checking progress and emails for online students weekly, helping families sign up for ordering student lunches if needed, senior tasks related to graduation and the annual awards program, and other projects as assigned.

Finally, the Front Desk Administrative Assistant takes Health Assistant training to support the school and Nurse's Office as needed.

QUALIFICATIONS

We look forward to hearing from skilled professionals who have a positive, ready-to-help attitude, are good communicators, enjoy the educational environment, and have at least 2 years of school front office or administrative support experience. Additionally, experience in Microsoft Outlook, Word, and Excel - or Google Docs and Sheets - is preferred.