



MTSS Organizational Support Assistant
6/2026

SECTION I: GENERAL INFORMATION

Position Title: Organizational Support Assistant	Department: <i>Executive Administration</i>
Immediate Supervisor's Position Title: <i>Executive Director</i>	FLSA Status: <u>Non-Exempt</u>
Job Summary: <i>The Organizational Support Assistant provides administrative and organizational support for STRIDE Academy's operational systems, communication processes, compliance activities, and administrative workflows. The position works collaboratively with school leadership and staff to help ensure organizational priorities are executed efficiently, deadlines are met, communication remains clear, and systems operate effectively across the organization.</i> <i>The Organizational Support Assistant serves as a trusted administrative partner to the Executive Director, supporting strategic initiatives, compliance activities, board operations, communication systems, document management, and day-to-day organizational functions. The position helps maintain consistency, accuracy, professionalism, and operational effectiveness across all areas of the organization.</i>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Support organizational systems, administrative workflows, and operational processes. • Assist with preparation, editing, formatting, and proofreading of organizational communications, reports, presentations, and official documents. • Support compliance-related documentation, reporting requirements, submission deadlines, and record-keeping processes. • Assist with website compliance activities, including required postings, content updates, accessibility reviews, and accuracy monitoring. • Support development and dissemination of newsletters, website content, board materials, announcements, and organizational communications. • Assist with scheduling, calendar management, meeting logistics, and follow-up communication. • Create and maintain professional templates, forms, spreadsheets, presentations, and organizational resources. • Maintain filing systems, document organization processes, and records management systems. • Monitor organizational deadlines, reporting requirements, compliance calendars, and project timelines. • Assist in coordinating communication and information flow between departments, leadership teams, board members, and external stakeholders. • Support preparation and organization of board meetings, board packets, agendas, and related administrative
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functions.

- Assist with organizational projects and implementation of school initiatives.
- Help maintain consistency in branding, formatting, communication standards, and organizational messaging.
- Handle confidential information with professionalism, discretion, and integrity.
- Support continuous improvement efforts related to organizational efficiency and administrative systems.
- Support organizational planning and operational projects as assigned by the Executive Director.
- Perform other duties as assigned by the Executive Director.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			High School Diploma or GED required Associate's Degree preferred Bachelor's Degree preferred
	High school diploma or GED.			Major field of study or degree emphasis: • Business Administration • Communications • Office Administration • Public Administration • Organizational Management • Education • Related Field
	1 year college		2 years college	
	3 years college		4 years college	

	1 st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • <i>Administrative support systems</i> • <i>Organizational workflows and operations</i> • <i>Professional communication practices</i> • <i>Compliance documentation and record management</i> • <i>Project coordination</i> • <i>Board meeting support and preparation</i> • <i>Website content management</i> • <i>Office technology systems</i> • <i>Confidential information management</i> • <i>Continuous improvement practices</i>
	2nd year graduate level	
	Doctorate level	
Required Work Experience in Addition to Formal Education/Training: <i>Minimum two (2) years of successful administrative, office support, communications, or organizational support experience preferred.</i> <i>Experience supporting executive leadership, boards, schools, nonprofit organizations, or professional offices preferred.</i> <i>Experience managing multiple projects, deadlines, and priorities preferred.</i>		
LICENSE/ CERTIFICATION	Identify licenses/certifications required upon hiring:	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<u>Skilled in:</u> • Professional written communication • Editing and proofreading • Organization and time management • Calendar and meeting coordination • Google Workspace applications • Microsoft Office applications • Document creation and formatting • Spreadsheet development and management • Board meeting preparation • Website content review and management • Records management • Attention to detail and accuracy • Independent problem solving • Professional judgment and discretion • Confidentiality and information management • Communication and collaboration • Managing multiple priorities and deadlines
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
		0
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: <i>The position does not provide formal supervision and works collaboratively with staff, leadership, and board members to support organizational initiatives, communication systems, compliance activities, and operational processes.</i>	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: The essential duties of the position are primarily performed in an office, school, and remote work environment and may occasionally involve exposure to moderate noise levels, school-related activities, communicable illnesses, and travel between meetings or organizational events.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit				x
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell				
Physical (Lift & carry): up to 10 pounds				
up to 25 pounds		x		
up to 50 pounds				
up to 75 pounds				
up to 100 pounds				
more than 100 pounds				

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: The position requires a combination of sitting, standing, walking, keyboarding, document preparation, meeting participation, communication, and movement throughout school facilities during the course of the workday. Physical demands are generally classified as sedentary to light-duty work, with occasional lifting and carrying of materials up to 25 pounds.
WORK SCHEDULE This position is designed to be flexible and part-time, generally averaging approximately 5–15 hours per week. Work hours may vary based on organizational needs, deadlines, board meetings, compliance requirements, and special projects. Some responsibilities may be completed remotely, while others may require in-person attendance at meetings, school events, or organizational functions.

Occasional evening availability may be requested for board meetings, organizational events, or time-sensitive projects.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History

Date Board Adopted: _____