

# Administrative Assistant

Achievements PLLC

Latham, NY

Other

Full-time

Onsite

\$39,000 - \$44,000 a year\*

\* Depends on experience and level of education

Posted on January 30, 2024

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## Organization Statement

[Achievements](#) is an agency staffed with enthusiastic professionals who are dedicated to help children with special needs. We service children who are under the realm of Early Intervention (Birth-2), Preschool/CPSE (3-5), as well as CSE/School aged.

At [Achievements](#), we provide individual therapies, as well as group therapies, within our classrooms and enrichment groups. Within our schools, we have Universal PreK classrooms (UPK), Preschool classrooms, 2.5 hour & 5.0 hourÂ Integrated Classrooms, and 5.0 hourÂ Self-Contained ClassroomsÂ for 3-5 year old children.

## Job Description

Multi disciplinary Special Needs preschool program is looking for a dynamic/personable/organized Full Time Administration Assistant. Knowledge in pre-school/school-aged Special Education a plus. Responsibilities include evaluation management; scheduling; data processing/entry. Must be competent in Microsoft Office and have knowledge of Google Drive/Docs.

Job Type: Full-time

Salary: \$39,000.00 - \$44,000.00 per year

Schedule:

- 8 hour shift
- Salaried 52 weeks per year
- Monday to Friday

- School calendar
- No nights
- No weekends
- PTO days
- Health/Dental insurance available
- 401k/Roth IRA available
- 401k/Roth IRA Employer match

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## Responsibilities

**General responsibilities will include, but will not be limited to the following:**

- Supporting preschool evaluations
- Assisting families in obtaining special ed services
- Work with Admin, Teachers, SLPs, OTs, PTs, etc in getting children the supports they need
- Knowledge and comfort with Google Docs is a must

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## Qualifications

Minimally will accept a high school diploma or GED.

Minimally prefer an Associates degree.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Please fill out our Employment Application:Â [Application](#)

## Additional Information

Full Time Salaried (7 hours/day; 35 hours/week)

Paid Personal Time

School Calendar

Continuing Ed provided

Referral bonuses

401k available w/Achievements 10% match

Health/Dental available

Benefit Conditions:

- Waiting period may apply to some benefits
- Full-time (and some part time) employees eligible

Pay Frequency:

- Bi weekly

Job Types: Full-time, Part-time

Salary: \$525.00- \$600.00 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Paid time off
- Professional development assistance
- Referral program
- Retirement plan
- Vision insurance