



**Academy of Hope Public Charter School**  
3521 Juniper Bay Road, Conway, SC 29527

**Job Posted:** April 15, 2026  
**Job Closed:** Upon filling position

**Submit Applications to:** [admin@theacademyofhope.org](mailto:admin@theacademyofhope.org)

**Position Type:** Temporary Front Office Support

**Supervisor:** Reports to the Building Principal or other appropriate School Administrator

**Terms of Employment:** Until June 10, 2026

### **Job Summary**

A temporary front office assistant provides short-term administrative support, acting as the first point of contact by greeting visitors, managing phone lines, and handling clerical tasks like data entry, filing, and mail distribution. This role ensures smooth front-desk operations during busy periods or staff absences.

### **Other Duties**

Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrator.

### **Key Responsibilities**

- **Reception & Communication:** Greet visitors, answer/direct incoming calls, and respond to emails in a professional manner.
- **Administrative Support:** Perform data entry, scanning, photocopying, and filing tasks.
- **Office Organization:** Maintain a clean, organized, and secure front office area.
- **Scheduling & Mail:** Schedule appointments and meetings, and manage incoming/outgoing mail.
- **Special Projects:** Assist staff with special projects or administrative tasks as needed.

### **Required Qualifications & Certification**

- **Experience:** Prior experience in office administration or reception is often required.
- **Skills:** Strong communication, organizational, and computer skills (e.g., Microsoft Office).
- **Education:** A high school diploma or GED is usually required.
- **Attributes:** Ability to handle stress, multitask, and maintain professionalism in a fast-paced environment.
- **Other professional and personal qualifications** as deemed necessary for acceptable fulfillment of assigned responsibilities.

### **Typical Temp Assignment Context**

- **Duration:** Often lasts for a few weeks to less than a year.
- **Flexibility:** Requires adaptability to different company procedures and software.
- **Purpose:** Covers busy periods or employee leave.



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### **Physical Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High levels of energy and enthusiasm are highly important to being able to perform all duties in a satisfactory manner.

- Environment: Primarily classroom and office settings.
- Effort: Requires standing for extended periods, working with classroom materials, and occasionally lifting/moving items up to 40 pounds.

**Pay Scale:** Support Staff Pay Scale

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. The Academy of Hope reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

**The deadline is for the convenience of the Academy of Hope. The Academy of Hope reserves the right at any time to extend the deadline date without notice and without final consideration of any pending applications.**