

Prodeo Academy

Job Title: Office Assistant



POSITION DESCRIPTION

Prodeo Academy St. Paul, a K-1st grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

Reports To: Sr. Operations Manager

VISION FOR POSITION

The Office Assistant is committed member of a school team that is closing the opportunity gap. The Office Assistant acts as the first point of contact for our families and scholars. They create an inclusive and welcoming environment for our parents and scholars. Their work enhances key operational functions of the job impacting both families and staff. This opportunity is ideal for someone who is energized by challenging work, committed to a career in education long term, and is able to work collaboratively across lines of difference with an emphasis on cultural sensitivity and inclusiveness.

POSITION FUNCTIONS

Essential Functions:

- Perform a variety of clerical activities, including preparing routine correspondence, sorting and filing of records, documents, mail and other material.
- Assist with attendance, absence and tardy tracking; enter information into a proprietary student information system; generate lists, rosters and reports as needed.
- Enroll, add, transfer, or drop students according to established procedures; create student cumulative folders; verify residency and immunization information.
- Assist in the health office as needed; provide basic first aid to ill or injured students, and make appropriate notifications to parents or guardians.
- Support daily transportation for our scholars working with bus company and school staff.
- Answer phones, greet and direct visitors, take and relay messages; provide routine information to students, parents or guardians.
- Assist with parent and staff communication.
- Providing a welcoming environment for our families and visitors.
- Perform related duties as assigned.
- Maintain punctual and consistent attendance.
- Supporting special events (ie. Conferences, Back to School Night, ect)
- Additional duties as assigned to support the operational functioning of the school.

Knowledge & Skills:

- Contemporary office practices, preferably in a public sector or K12 environment.

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

- Attendance and enrollment policies and procedures. Record keeping, filing, electronic document filing and retrieval.
- Develop and maintain productive working relationships with school site staff, parents or guardians and District staff.
- Proper telephone and e-mail etiquette.
- Meet schedules and timelines.
- Work collaboratively with others.

SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS

General Requirements

- Education required: High school diploma, 2 or 4 year degree is preferred
- Other preferred qualities
 - Experience working in operations and/or clerical work within a school environment
 - Experience working with children
 - Proficiency in a second language such as Spanish or Karen preferred

Additional Requirements

- Outstanding attention to detail and willingness to get the job done
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple stakeholders
- Able to multi-task and work in a fast-paced entrepreneurial environment
- Knowledge of MS Office (Word, Excel, Powerpoint)

APPLICATION

To apply, please send your resume to Senior Operations Manager, Cory Voss
coryvoss@prodeoacademy.org

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM