

Office Manager/Parent Coordinator

School Profile

N.E.W. Academy Canoga Park is a TK / K-5 independent charter school, which emphasizes art and science. One of the school's four core values, Doing Extra Makes a Difference, is seen throughout the year through efforts of the teachers and the parents to create a more meaningful experience for all Dolphins. Teachers go out of their way to assist students and have created optional clubs to add an extra layer of fun to NACP. Clubs include Cooking Club, Dancing Dolphins Club, Drama Club, Keyboarding, and Gardening. A resource service provider, speech therapist, and occupational therapist collaborate with teachers and provide services to students who qualify. Parents attend parent meetings and other school events such as the annual Talent Show, Parent Conferences, Art Show, and Drama performances.

Definition:

The School Office Manager/Parent Coordinator position is unique, primarily because of the range of activities handled in an atmosphere of continual interruptions and pressure. Under general supervision of the School Administration, serves as office manager/parent coordinator, performs a variety of organizational and secretarial duties including those responsibilities of a confidential nature dealing with personnel matters, confidential student and employee information and files. In addition coordinators to increase parent and family involvement in school, establish effective communication between home and school and improve community outreach and training opportunities for parents and families that will impact high student academic performance. Duties performed are designed to relieve the administrator of office and routine responsibilities by planning, organizing, and participating in the school office administrative operation.

Essential Duties and Responsibilities:

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by school administration.
- Computer literate in Windows environment as appropriate for the position.
- Makes decisions independently or recommending action as appropriate.
- Performs a wide variety of secretarial work, including typing/word processing, proof reading, filing, recording information, and processing and distribution of all correspondence, much of which is of a confidential nature.
- Maintains a high degree of confidentiality regarding all aspects of the school site operation.
- Manages office personnel, organizes and expedites the work flow of the school site, and offers guidance and direction to other school personnel as needed.
- Establishes, maintains and insures proper use of confidential files, which may include Student and personnel.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school.
- Takes and transcribes dictation (or uses dictation equipment) for letters, memos, and reports including information of a confidential or sensitive nature.
- Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars.
- Exercises diplomacy in answering questions and resolves situations involving students, parents, volunteers, public, site staff and district personnel through knowledge of school policies and general district rules and regulations.
- Performs first aid and cares for injured/ill students, taking responsibility for student welfare in the absence of school nurse or administrator. Dispenses medicine to students according to physician's orders.
- Compiles, develops, and designs reports, handbooks, newsletters and special projects from a variety of sources.
- Effective Communication between home, school, and teachers.
- Performs duties as assigned.

Special Skills/Knowledge/Abilities:

- Bilingual in English and Spanish; spelling, grammar, punctuation, and fundamental
- Worked with low-income and Latino communities
- Current office methods, procedures, and equipment, including receptionist and telephone techniques.
- School policies, rules and regulations

- Set up and maintain filing systems - Numerical, alphabetical and subject matter.
- First aid, CPR, and emergency preparedness.
- Safe working methods and procedures
- Perform a variety of secretarial work involving use of independent judgment, accuracy, speed, and confidentiality.
- Relate well to a variety of individuals, including students, parents, staff, volunteers and the community.
- Perform secretarial work without continuous supervision and coordinate the work of others.
- Maintain a professional demeanor at all times.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those in the course of work, maintaining confidentiality of specified information.
- Willing to travel to off-site trainings

Requirements:

Available to work: M-F 7:15AM-4:00PM

Must possess an excellent disposition and interest in working in a team environment

Must be Bilingual in English and Spanish; Fluent in speaking, reading, and writing

High School diploma or equivalent

Two year work experience as a supervisor

Fingerprinting from the Department of Justice via live scan

Proof and clearance of TB test (current within 60 days)

Training and Experience:

Equivalent to the completion of the 12th grade, supplemented by additional training in office organization and secretarial skills. Three years of experience in increasingly responsible secretarial experience which has included the exercise of independent judgment, preferably including experience in a public school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Approximately fifty percent of the time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Employee will be required to lift and/or move unassisted up to twenty-five pounds.

Starting Rate: \$25 - \$28 (rate based on education level and experience)

Status: Exempt/Full-time 12 month

Benefits: N.E.W. Academy offers an excellent benefit package, which includes full health, dental and life insurance, sick days, holidays and retirement plan.

Location: 21425 Cohasset Street, Los Angeles, CA 91303

Website: <http://newacademycanoga.com>

**Position is open until Friday, April 21, 2017

N.E.W. Academy Canoga Park is an equal opportunity employer

Application must be submitted on Edjoin

<https://www.edjoin.org/Home/JobPosting/899823>