



Title:	Office Assistant	Duration:	Hourly
Reports to:	Office Business Manager	Start Date:	8/26/2019

OUR MISSION

Committed to academic excellence through rigorous curriculum and development of character confidence, Vox Collegiate of Los Angeles ensures all 6th through 12th grade students excel in college and beyond, knowing the power and potential of their voice.

OUR SCHOOL

Vox Collegiate is a new public, charter school in South Los Angeles. We exist to ensure that each of our students develop the skills and confidence to fulfill their dreams. They will be empowered with a unique voice that can be heard – a voice to advocate for and uplift the community and people that they know and love. They will know the power and potential of their voice to change the world and be educated with the knowledge and skills to do so.

Vox Collegiate has five core beliefs that serve as the framework for our students' academic and lifelong success:

1. Every Student Deserves a Meaningful Education.
2. High Quality Teachers are the Key Lever to Student Learning.
3. Data Drives Decisions.
4. We Learn from the Best and Make it Better.
5. Developing Students' Character Confidence Allows Them to Use Their Voice to Improve the World.

We are a team of passionate educators who pride ourselves on growth and excellence in the profession. Using a slow-growth model, Vox Collegiate will add a grade level each year until we are a full 6th-12th grade middle and high school, preparing students for college and life success. We serve all students, regardless of income, ability, home language, race, or ethnicity and work as a team to ensure that they receive an excellent education.

THE POSITION

Under the direct supervision of the Office Business Manager, this position will provide administrative support to the school's front office.

THE RESPONSIBILITIES

- Answer telephone to provide information, take and relay messages and transfer calls
 - Assist in making phone calls to parents to communicate important information
 - Greet visitors to the school, determine nature of business and direct visitors to destination
 - Process incoming and outgoing mail and assist in assembling mailers such as report cards, newsletters and attendance letters
 - Ensure copy machines, printers and scanners are functional and place order for toner, staples and other supplies for zero downtime; contact copier technician for copy breakdown issues
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- Assist in managing student traffic flow in the main office (i.e. discipline, medical, emergency situations, etc.)
 - Assist in managing the uniform loaner system (i.e. inventory, sign-out/sign-in, etc.)
 - Maintain student files
 - Accurately enter attendance data such as tardy slips, excuse notes and attendance from substitute teachers.
 - Assist with tracking breakfast and/or lunch meals served
 - Assist in troubleshooting facility related issues (i.e., work orders, custodial, etc.)
 - Enter enrollment data, update student info and process student data for exits.
 - Request information from previous schools for student records and transcript requests.
 - Assist in the collection of information such as emergency cards, immunization, etc.
 - Provide translation as needed (i.e., IEP, Administrator meetings, etc.)
 - Ensure compliance requirements are completed on time
 - Additional duties as assigned.
 - Conduct community outreach and engagement
 - Ensure strict confidentiality of personal student and staff records and data
 - Maintain enthusiastic greetings of all school stakeholders (in person and throughout phone, email, and mail correspondence)
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THE QUALIFICATIONS

Required:

- Commitment to the Vox Collegiate mission and vision
- A High School Diploma or equivalent
- Minimum of 1 year in an administrative support capacity in an office environment
- Prior experience within a school setting
- Bilingual in Spanish
- Excellent interpersonal and communication skills (written and oral)
- Proficient in MS Word, PowerPoint and Outlook, comfortable learning new computer programs
- Able to multi-task and perform well under pressure
- Able to maintain a positive, “can-do” attitude at all times
- High level of personal responsibility and drive toward ambitious goals
- Commitment to customer service
- Able to complete tasks and projects effectively and on-time
- You are dependable, humble, have a sense of humor and a rock-solid commitment to Green
- Openness to feedback and willingness to take personal responsibility
- TB clearance
- Background check clearance

Preferred:

- Experienced with Illuminate Student Information System
 - Experience working in urban settings
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COMPENSATION AND BENEFITS

Vox Collegiate offers competitive compensation, health benefits, and retirement benefits.

COMMITMENT TO DIVERSITY

Vox Collegiate acknowledges and agrees that all persons are entitled to equal employment opportunity. Vox Collegiate shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer---employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.
