

Eagle Charter School: Office Specialist Job Posting

GENERAL DUTIES:

Positions in this classification perform responsible and moderately complex clerical and administrative support duties for Eagle Charter School in an administrative setting. Clerical or secretarial duties include more direct support of a high level administrator.

This position performs entry level clerical, secretarial, record keeping, and administrative support tasks. Performs confidential secretarial duties for the school Principal. Work is performed independently, often in the absence of the Principal.

ESSENTIAL REQUIREMENTS:

- o A minimum of a high school diploma and experience in office administration. Preference is given to candidates with a college degree or at least two years' experience working in an office setting.
- o Ability to be self-directed and work independently.
- o Possess or ability to possess and maintain a current CPR and First Aid card.
- o Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- o Maintain integrity of confidential information relating to students, staff, or district patrons.
- o Ability to work harmoniously with others.
- o Ability to pass a background check and/or receive fingerprint clearance to work with children.
- o **Experience working in a school office setting preferred.**
- o **Experience working with elementary-aged children preferred.**
- o **Bilingual English/Spanish preferred.**

For additional details, see the job description (available in the Eagle Charter School Office).

This is for a part-time office position, daily Monday through Friday, with the possibility of increasing to a full-time position after a brief trial period.

Minimum Qualification:

Knowledge of:

- English usage, spelling, grammar, punctuation and arithmetic
- Modern office procedures and office computer hardware and software
- Record keeping principles and procedures
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Ability to:

- Multi-task in a high volume, busy school office setting
- Establish and maintain effective working relationships with those contacted in the course and scope of work
- Perform a wide variety of clerical support functions requiring decision-making within established policies, rules, and procedures
- Plan, organize, prioritize, and complete work assignments in a timely and efficient manner
- Operate various office machines.
- Type at a speed necessary for successful job performance
- Work efficiently and effectively in a busy office setting characterized by frequent interruptions and heavy volume of work
- Multi-task with the ability to adapt quickly to changing situations
- Work effectively in a team environment
- Communicate clearly and concisely, both orally and in writing, with a wide range of people
- Explain, clarify, and apply school policies and rules

- Compile and maintain complex and extensive records
- Analyze situations carefully and adopt effective courses of action
- Maintain highest level of confidentiality in all matters relating to staff, students, and families
- Receive constructive feedback in a positive manner
- Exercise diplomacy and tact and maintain a high level of professionalism
- Provide excellent customer service

Work Environment:

Climate controlled school office setting with exposure to moderate to high noise intensity levels.

Moderate to high level of contact with district personnel and outside agencies/community depending on work location.

High level of contact with school personnel and students.

Physical Requirements:

Mobility to work in a typical school setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salary & Benefits:

Hourly, based on experience. Range: \$16-22.

80 hours of PTO per year for full-time, prorated for part-time staff.

Eagle Charter offers medical and dental insurance.

This is a PERS-qualified position.

To Apply:

Submit a cover letter outlining your qualifications with a resume and at least three references or letters of recommendation to Eagle Charter School (office@eaglecharter.org).

For more information about Eagle Charter School visit www.eaglecharter.org

Anticipated Timeline:

Deadline for applications: May 13, 2022

Interviews: mid-May

Start date: Immediately (pending background check and fingerprint clearance). Must be available and able to work as soon as possible.