



## Crossroads Charter Schools

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#### **Job Description: Operations Administrative Assistant**

#### **Direct Supervisor: Chief Operating Officer**

#### **Position Summary:**

The Operations Administrative Assistant is a support link among the operations staff, administration, parents, and volunteers. The job of the Operations Administrative Assistant was established for the purpose of providing complex administrative support for the overall school operations. This includes assistance in enrollment, classroom budgets, special events and development. The Operations Administrative Assistant reports directly to the Chief Operating Officer.

#### **Position Responsibilities Include:**

- Assist Community Engagement Coordinator with the administrative duties of the enrollment process.
- Represent Crossroads Charter Schools at community and outreach events. Develop extensive knowledge of Crossroads Charter Schools mission, vision and school culture.
- Assist Development Coordinator with fundraising events, mailings, and donation records.
- Manage supply orders and budget to maintain essential supplies and monitor distribution for classrooms.
- Monitor daily lunch point of sale for all campuses.
- Translate communications to Spanish.
- Perform other duties and responsibilities as assigned by the Chief Operating Officer.
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

#### **Skills and Qualifications:**

- Preferred fluent in Spanish Language
- Minimum 5 years professional work experience, preferably in a school or other non-profit setting.
- Demonstrated success in office management in the non-profit or education section.
- Proficient in computer skills including Google Drive, Microsoft Office.
- Desire to continue professional development.
- Excellent organization skills and an ability to coordinate multiple tasks and activities.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Must pass extensive background check and drug screening.
- Associates Degree, or more, in relevant field preferred.

#### **Key Working Relationships in addition to Supervisor:**

Executive Director, Chief Academic Officer, Principal, Operations Manager, Business Manager, Development Coordinator, Teachers, Students, Parents, Volunteers, Office Staff, Support Staff