

Job description

If you're looking for work that makes a difference in the lives of amazing youth, a chance to be part of a small and mighty team, and a fast paced environment with lots to learn, then we have the opportunity for you!

Posting Date: December 9, 2022 **Closing Date:** Until Filled

Start Date: Immediately

Job Title: Office Administrator **Supervisor:** Executive Director

Status: Equivalent to 42 weeks of 40 hour/week work each fiscal year as assigned by the Executive Director in accordance with the needs of ATI. Typically 40 hour/week during student school year, remaining hours as assigned during school breaks.

Wages: \$17/hour (average of \$20.76/hour: base wage + monthly medical stipend)

Benefits: Annual Pre-tax Medical Benefit Stipend of \$6000 (unused portion is added to monthly wages), 80 hours/year PTO

Summary: This position staffs the front office of our small public charter high school and provides administrative support for the school and executive director through a wide variety of tasks. This position is an integral part of a small staff team and serves as a hub for communication and several systems.

To Apply:

Applicants wishing to apply for this position will complete the ATI Application Form:

<https://forms.gle/TkpzVmN3KX1Mb43LA>

Essential Duties and Responsibilities:

1. Provide on-site office support including answering phones and messages, responding to requests for more information, ensuring the office is available to students, staff and community during posted open hours.
2. Data entry and management of our PowerSchool student database, including gathering, verifying, entering and adjusting data (enrollment, attendance, grades)
3. File management including organization and maintenance of student files, financial records, and school information

4. Scheduling, maintaining and communicating accurate course registration and attendance for all students, including communication with teachers and families
5. Maintain professional and timely communication through the front office, including answering the phone, welcoming and assisting visitors, receiving and distributing mail, email and phone messages
6. Generate accurate reports on time as required by Phoenix-Talent School District, the Oregon Department of Education, and any other entities making legal records requests.
7. Record income and expenses using Quickbooks, pay bills, reconcile bank accounts, maintain accurate time sheets, and maintain and provide financial files in support of successful annual audits.
8. Provide general technical support including website maintenance, technology inventory control, basic infrastructure support such as resetting passwords or setting up accounts, coordinating contracted technical services as needed
9. Problem-solve system challenges calmly and effectively with minimal supervision, adapt systems to increase efficiency and reflect best practices.
10. Provide general administrative support to the Executive Director and Board of Directors
11. Attend and record minutes of monthly Board of Directors meetings
12. Maintain a neat and organized work area
13. Maintain sufficient facilities supplies for the school
14. Other duties as assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Completion required. Post high school training is preferred.
- Experience with non-traditional learning or school settings is strongly preferred.

Interpersonal Skills: Ability to interact appropriately and professionally with students, families, teachers, staff, members of the community and students. Focuses on solving

conflict; Maintains confidentiality; Contributes to building a positive team spirit. Desire to be part of a quirky team with a “whatever it takes” mindset.

Adaptability: Maintains calm and manages personal stress effectively in a fast paced work environment; Able to change course or adjust to changing circumstances regularly; Actively builds resilience and practices wellness to support a environment of connection and patience; Finds multiple solutions to challenges.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, accounting software word processing software and Google suite of tools; Ability to learn new computer based programs/systems quickly and accurately; Ability to learn new systems through video tutorials and written instruction.

Problem Solving: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to calmly deal with problems involving several variables in fluid situations. Ability to apply the policies of ATI in complex situations to support the safety of all. Ability to adapt to changing situations and take on new tasks that will require independent problem solving.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students, families, community members, and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write professional routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations..

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may vary from low to high. Employee may be exposed to bloodborne pathogens. Duties may require time indoors and outdoors in all seasons. Work may require sitting or standing for extended periods.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

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All applicants will be considered carefully. Armadillo Technical Institute is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs. Veteran status is considered in accordance with Federal and State Legislation.