



# LAUREATE ACADEMY

## CHARTER SCHOOL

### *Operations Assistant*

---

#### **About Laureate Academy**

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Laureate Academy Charter School is an academically challenging, disciplined, and joyful elementary school in Jefferson Parish, LA. We were approved by the Jefferson Parish School Board in May 2015 as a Type 1 charter. Laureate Academy's model is based on the highest performing charter schools in the country, such as North Star Academy and Brooke Charter Schools.

We currently educate kindergarten through third grade students. We will add fourth grade for the 2018-2019 school year and will continue to add one grade every year until 8<sup>th</sup> grade.

#### **Be an Operations Assistant at Laureate Academy**

We are seeking an Operations Assistant who believes strongly in our mission and vision and whose actions demonstrate high expectations for scholars, families, and colleagues. This individual must demonstrate flexibility and reliability. The Operations Assistant is entrusted with helping keep the office running smoothly while supporting the efforts of the office manager and the entire Laureate Academy family.

#### **Qualifications**

Laureate Academy has launched a focused and urgent search for committed, intelligent, hard-working educators. We will consider candidates who:

- Embody Laureate Academy's mission, vision and SCHOLAR values (Self-determination, Community, Honesty, Optimism, Leadership, Achievement, Resilience)
- Believe that there is not a more urgent task than providing an outstanding academic and character education to students
- Take ownership for the achievement results of their students
- Work well with a team of high-performers
- Are goal-driven, analytical problem solvers, and embody a can-do spirit and strong work ethic
- Promote continuous improvement by being open to feedback; are self-reflective and humble
- Knowledge of office equipment and services including computers, printers, copiers, fax machines, phones, and software
- Familiarity with Microsoft Office, especially Word, Excel, and PowerPoint
- Proven ability to network and engage a diverse set of stakeholders and rally them toward a common mission.

## **Responsibilities**

### *School Office/ Operations*

- Receive and respond to incoming calls
- Support with the processing of documents, files, and mail
- Organize student and office files
- Process invoices and tardy slips
- Prepare requested student files for pick-up and update incoming files for leadership review
- Assist in verifying qualifications for school-wide incentives, recognitions, and events
- Create folders and documents for orientation and student onboarding

### *Family Involvement and Staff Support*

- Assist in executing the logistics of school-wide events that ensure strong family and community engagement
- Coordinate school volunteers to provide support to Laureate Academy staff and teachers
- Support teachers, staff, and leadership with classroom-related and operational tasks
- Participate in school-wide events, including field trips and other required programs (during or after school) as needed throughout the year
- Participate in community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year

### *Professionalism*

- Embody Laureate Academy's mission, vision, and SCHOLAR values
- Communicate effectively with students, families, and colleagues
- Collaborate with other staff members and actively participate in training, professional development and learning activities
- Work to continuously improve effectiveness in all instructional practices.
- Use feedback to make productive changes in performance
- Complete all administrative requirements by given deadlines
- Complete other assignments as given
- Be available for minimum work hours of 7:00-5:00PM Monday-Friday, with flexibility outside of those hours as needed, particularly at the beginning of the school year

## **Compensation**

We offer a competitive compensation package, including a salary aligned with the district scale and comprehensive health benefits.

*Laureate Academy Charter School does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.*

**Start Date:** An exceptional candidate will assume a full time role on June 18, 2018. The positions will remain open until filled.

## **Application Process:**

Please submit a resume and a letter of interest stating why you would be a good fit for our school to Head of School, Claire Heckerman at [checkerman@laureatecharter.org](mailto:checkerman@laureatecharter.org)