

OFFICE COORDINATOR

Reports to: Director of Academics

Duration: 12 months

Start Date: June 1, 2018

Our School

Altura Prep is a brand new school that seeks to create outstanding outcomes for students, while simultaneously being the best place to work in our city! We are looking for incredible educators committed to placing every student on the path to college, while also building a strong organizational culture that supports each adult to grow, achieve, and find joy in their work. **Altura Prep** was recommended for approval by Public Education Commission in September of 2017 and will open in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1st, and 2nd grades growing one grade level a year until we reach 5th grade in the 2021-22 school year.

Position Summary

The Office Assistant position is a full-time, office management position. The Office Coordinator supports student recruitment and enrollment practices, maintains attendance records, performs scheduling duties, assists the Director of Operations with purchasing, travel arrangements, inventory of materials and furniture, and field trips, and collects data required for preparing charter reports. The Office Coordinator also supervises Office Clerks, supports with phone answering and coordinating mailing and copying, and other duties as assigned. The Office Coordinator is the face of the school's main office, and is responsible for welcoming parents, families, and guests to **Altura Prep**, and maintaining a welcoming environment for all who enter the school. The Office Coordinator supports School Director(s) and school committees with logistics for school events (Family Literacy Night, Community Meetings, etc). All staff are responsible for building strong and positive relationships with students and families, actively engaging with their colleagues, modeling the R.E.A.C.H. values, and participating in school-wide events and celebrations.

Reasons you'll love working at Altura Prep:

- **Opportunity:** You get to contribute meaningfully to growing the school from the ground up and build systems that will impact significant numbers of students and families.
- **Support:** You will receive regular coaching and collaboration from the Director of Operations, and you will be part of a team focused on great outcomes for each student.
- **Collaboration:** You will be a part of a dynamic team that makes time to connect daily and weekly to learn from each other and celebrate.
- **Success:** You will be a part of a school designed around student and staff success – from outstanding student achievement to staff retention and satisfaction, we aim to succeed!

Reasons we'll love you:

- **Ambitious:** You are ambitious on behalf of all students with a strong desire to continue your own professional growth
- **Innovative:** You find yourself seeking ways to improve and challenge existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families
- **Strategic:** You are driven by data to make strategic decisions around technology systems and processes
- **Analytical:** You obsess about how best and most logically and effectively to reach desired outcomes

Office Coordinator Responsibilities

- Supervise and manage Altura Prep Front Office
- Maintain student enrollment records and files
- Maintains attendance records and supervises attendance monitoring processes
- Provides assistance to Director of Operations and Director of Academics with scheduling and purchasing

- Coordinates transportation and field trip needs
- Supports preparation of documents for charter school reporting
- Supervises Office Clerks
- Ensures that phones are answered and visitors are greeted
- Monitors visitor permissions into the school
- Coordinates copying materials for parents and families
- Mails and distributes post
- Inventories and maintains updated list of school property and materials (over \$100) to ensure insurance coverage is accurate
- Facilitates logistical planning for a variety of school events (including Family Nights, Coffee with the School Directors, and Community Meetings)
- Supports School Directors with staff and student scheduling and supervision of activities
- Supports all school staff through maintaining high expectations of self, team, and students
- Reports to Director of Culture, Operations, and Compliance

Office Coordinator Qualifications:

Required

- Mission-driven, organized, and customer service focused
- Community engagement and school-based experience
- Prior experience in an administrative assistant position
- Demonstrated organizational and writing skills
- Demonstrated ability to relate well to adults and children
- Knowledge of and proficiency in computer – based programs, Word, Excel, and Outlook/Calendar
- Excellent trouble-shooting, communication, and customer-service skills
- Exhibits a professional image and presence when making oral and written presentations
- Successful completion of background check

Preferred

- Student Recruitment experience
- Bilingual

Compensation

- **Altura Prep** offers a competitive salary and comprehensive health benefits.

Start Date

- The **Altura Prep** Office Coordinator will ideally begin employment on or before June 1, 2018.

Apply Now: To apply, please send a cover letter and resume to careers@alturaprep.org and we will be in touch shortly.

Cover Letter Prompt: At this point in time in Albuquerque and across the nation, students' demographics and zip code determine their ability to access life-altering opportunities. Altura Preparatory School was founded to ensure that all students have access to an excellent education. Knowing this, why are you interested in joining the founding Altura Prep team? What in your experience, personally and professionally, has prepared you and given you the desire to join our team?

Commitment to Diversity: Altura Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Altura Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.