

Office Assistant
Cascade Public Schools | Midway Academy
Public Charter School

Reports To: Director of Operations
Classification: Part-Time
Start Date: June 1, 2020
Location: Des Moines, WA



ABOUT CASCADE PUBLIC SCHOOLS

We are seeking passionate, collaborative, and creative individuals to join the Cascade team in the launch of an innovative high school that will grow to serve 416 students in the Midway Region of South King County (south of Seattle). **Our Vision** is to reimagine public education, co-constructing an innovative network of mentorship-based, deeper learning schools with the communities we serve.

Our mission is to prepare students for success in college, career, and civic life in the 21st century through:

- **Interdisciplinary, college preparatory approach** to the academic core
- **Individualized pathways with high expectations and high support**
- **Leaving to Learn** opportunities for **1:1 mentorship and interest-based, career exploration internships**

The **core values** and **beliefs** that guide our design and decisions:

- **Achievement.** We define success as having agency to set personal, academic, and post-high school goals and the knowledge and skills to achieve them.
- **Community.** Every student is known individually and is part of an inclusive community engaged in relevant and rigorous learning and committed to emotional and physical safety.
- **Empowerment.** All students are prepared for success in college or career with confidence in their individual potential to positively impact our world.

OPPORTUNITY

Reporting to the Director of Operations, the Office Assistant supports the school leadership team to provide a warm, welcoming and organized environment. As the first person that people see when they arrive, the Office Assistant is the face of the school and delivers first-class customer service to families, students, and other visitors. The Office Assistant will also keep the office neat and organized, helping to ensure that daily operations run smoothly.

Our ideal candidate has proven leadership experience in a fast-paced environment and is a self-starter with strong attention to detail. In addition, our Office Assistant must be a self-directed problem solver, enjoy being part of a collaborative team and a community organizer.

ESSENTIAL DUTIES & RESPONSIBILITIES

Engagement

- Greet visitors at the front desk and create a warm and welcoming environment.
- Respond to public inquiries; this includes answering phones and emails, checking voicemails, sending calls, robocalls/robotexts, responding to questions from families and students and assisting faculty with inquiries.

Attendance

- Sign guests in and out, and ensure they have proper identification while on site.
- Process late arrivals and early dismissals and follow up with families of absent students.
- Maintain daily attendance reports and verify teacher daily attendance;
- Support Director of Operations with attendance reporting.

Meals

- Prep daily breakfast and lunch service. This includes supervising daily deliveries, preparing student meals, supervising Point of Sale, and completing required paperwork.

Front Desk Management

- Ensure front desk area is clean and organized.
- Receive, distribute, and prepare mail and shipments.
- Maintain school supply areas and assist with inventory control.
- Maintain office equipment and ensure that copier, fax and postage meter are always in working order.
- Coordinate distribution of technology including laptops, headphones and chargers.
- Collect payments for meals and other charges and provide receipts for each transaction.
- Support with filing and data entry.
- Assist School Leaders with additional duties as needed.

QUALIFICATIONS

- Prior School and/or Office Experience is strongly preferred
- Proficiency in Google Platforms, including Google Drive, Google Sheets, and Google Docs.
- Excellent written and oral communication skills. Spanish or Somali language skills a plus.
- Positive attitude and strong work ethic with an entrepreneurial spirit; willingness to do whatever it takes to meet goals and get the job done.
- Pass reference and required background/criminal checks

NON-DISCRIMINATION STATEMENT

Cascade Public Schools seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team to reflect the

rich diversity of South King County. Cascade Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups as required by law. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator: scanfield@cascadeps.org

Title IX Coordinator: scanfield@cascadeps.org

Section 504 / ADA Coordinator: greeves@cascadeps.org

COMPENSATION

The Office Assistant is an hourly position that will typically work 5.5 hours/day (27.5 hours/week) during the school year and includes full benefits. Hourly pay will start in the range of \$18-\$25/hour, commensurate with experience.

APPLICATION PROCEDURE

Please submit an application by email to scanfield@cascade.org. The application should include:

- **Cover Letter:** Please address alignment between your experience and qualifications and the mission, vision, and values of Cascade Public Schools.
- **Resume**
- **Contact information for three (3) professional references.**