



**Full-Time Office Assistant
Starting August 2022**

Alturas International Mission Statement

Alturas International Academy promotes academic distinction while empowering students to be principled and intellectual leaders as they explore, create, investigate, and analyze in a safe, engaged, collaborative environment that inspires them to make a genuine difference in their local and global community.

About Alturas International Academy

We are an innovative change for education. With a master approach to education, our students are taught in small group instruction at instructional levels. This gives them the opportunity to work with partners and collaborate at high levels using analytical and critical thinking skills. Alturas International teaches self-discipline and responsibility to all students; provides a physical environment that is welcoming and conducive to learning; promotes communication and interaction in the classroom; supports an affective environment that promotes a sense of belonging and self-esteem; and provides an academic environment that promotes learning and self-fulfillment.

Job Description

We are looking for a full-time Office Assistant to help with the daily organization and administrative operations of our school. Days will be Monday-Thursday (occasional Fridays), hours 8:00 am – 4:30 pm. Specific job details will be discussed in more detail during the interview.

Responsibilities include but are not limited to:

- Assist with food service program
- Record student attendance and create related reports
- Perform receptionist duties
- Assist our team in development of social media presence
- Develop marketing tools and products
- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule appointments
- Monitor level of supplies and handle shortages
- Resolve office-related service and request issues
- Maintain trusting relationships with suppliers, customers and colleagues
- Familiarity with charter school concepts and philosophy
- Adhere to confidentiality with regard to student and staff information.
- Must be able to communicate proficiently in English, both verbal and written communication

Requirements

- Highly motivated with a strong work ethic
- Outstanding organizational skills, proven ability to maintain accuracy and attention to detail
- Ability to multi-task and manage multiple responsibilities with time sensitive deadlines
- Comfortable working in a fluid environment where requirements may change
- Ability to work independently with supervision, or to work with staff with a collaborative, hands-on approach
- An aptitude for problem-solving and the ability to proactively address potential issues
- Ability and interest in learning new tools/technology
- Familiar with software to create social media graphics
- Comfortable with creating, maintaining, and tracking for marketing purposes, social media platforms such as Facebook, Instagram
- Proficiency in Word, Excel, Google Docs, Google Sheets, and Google Suite of services

Employment Information

Hourly Pay: Depending on experience and education

How to Apply

Please submit the following:

1. Application- www.alturasacademy.org/join-our-team
2. Cover Letter and Resume

Benefits- Medical, dental, vision, life insurance and public employees' retirement system (PERSI) are provided to classified employees who work at least half time (20 hours per week) or more regular position and to certified employees with a .50 FTE or greater contract.

Contact Name:

Jenna Forbush – Office Manager
office@alturasacademy.org

Reece Drkula - Principal
Reece.Drkula@alturasacademy.org

Michelle Ball – Executive Director
Michelle.Ball@alturasacademy.org

Alturas International Academy does not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, gender identity, age, social or economic status, disability, or special needs in providing education services, activities, and programs.