

PUENTE Charter School School Office Assistant

About PUENTE Learning Center

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+, from preschool to adults, including computer literacy, English as a Second Language, High School Diploma, a charter elementary school, and after school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community and serving over 100,000 students in our 35-year history.

PUENTE Charter School is a TK-5 elementary school operated by PUENTE Learning Center. The Charter School offers a family-centered, outcomes-based learning experience designed to help children meet and exceed Common Core State Standards mastery and build a solid foundation for lifelong academic achievement.

Reporting to the Charter School Principal, this position is critical to the success of the school. The role of Administrative Assistant working collaboratively with the Charter School Principal and Operations Coordinator to ensure effective overall service and academic program operations and compliance with the Los Angeles Unified School District and the California Department of Education.

Responsibilities

- Serve as main point of contact for parent community for inquiry, registration and on-going support for Charter School, including scheduling parent meetings between instructional and administrative team members (including special education)
- Enter and maintain student records, immunizations and attendance information and grade reports into Infinite Campus (student information system) Collect attendance registers, verify for accuracy, and prepare monthly Classification and Statistical reports, and forwarding to Charter School Principal
- Gather necessary information for State, Federal and district reports, including CALPADS, and ensure compliance with submission deadlines in collaboration with Excellent Education
- Prepare Progress Reports and ensure timely inputting of data and distribution to parents
- Order office/instructional/testing materials
- Organize and maintain standard and specialized operational records and files
- Provide basic health care for sick students and administer first aid as necessary
- Dispense medication as needed following written directions
- Support Charter School Administrators with related operational matters

Qualifications

- Experience in a non-profit organization and school setting.
- Bachelor's degree or equivalent experience.
- Strong computer skills required, including proficiency of Microsoft Excel and Word; Experience with Google Apps a plus
- Experience in managing and learning new software programs with speed and accuracy.
- Experience with managing and entering data; familiarity with data management systems (Infinite Campus, CALPADS, ParentSquare) a plus

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors, with excellent attention to detail.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Provide leadership to build relationships crucial to the success of the organization.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Positive attitude.
- Commitment to the mission of PUENTE and serving the community.
- Bilingual, English/Spanish, with strong written skills is preferred.

Job Type: Full-time

Salary: \$17.00 - \$20.00

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org. No phone calls please.

Review of applications will begin immediately.