Invitation to Apply for Office Administrator at University Charter School:

We are now accepting applicants for Office Administrator.

Reports to: Chief Operating Officer

Application Deadline: Until all positions are filled

Start Date: July 11, 2022

Answering the Call

Feeling trapped in the box of the traditional educational model? Ready to rethink rural, K-12 education? Wouldn't it be cool if you could teach in an innovative rural school that cultivates students' creativity and makes learning relevant through real-world experiences? A school in which the content standards are the floor and not the ceiling? A school in which relationships are valued more than compliance? Well, here's your chance!

University Charter School is now accepting applications for an Office Administrator. We are searching for individuals who are comfortable working in an exciting start-up environment. If you're tired of the box of tradition, apply to work at University Charter School, where the box does not exist.

University Charter School

University Charter School (UCS) is an innovative and new PK-11 public charter school that opened in August 2018 in rural, Livingston, Alabama. For the 2022-2023 school year, UCS will have ~663 students in grades PK – 12 and will be adding an additional grade each year following. UCS is designed to be a rural, diverse school that cultivates independent thought, promotes the building of character and civic responsibility, and is committed to preparing all students for personal and professional success through the discovery of individual learning pathways in a rigorous and integrated Science, Technology, Reading, Engineering, Arts, and Mathematics (STREAM) focused, project-based and place-based curriculum. The vision of University Charter School is to become a rural model for producing adaptable learners that have a strong sense of place, mission, and rural identity, and who recognize the value of collaboration within a school, across a community, and between diverse rural regions. Our graduates will be prepared to continually meet the demands of an ever changing economy and will be perceived as community leaders and catalysts for meaningful change. We see UCS as a purposeful, place-based, and collaborative pathway to encourage growth and retention in and to restore relevance to our rural community.

UCS is strategically and intentionally located on the campus of the University of West Alabama

and was created in partnership with the University of West Alabama. UCS faculty and students will leverage the assets of the University through hands-on partnerships and academic projects with participating colleges and divisions that span health care, education, and the arts, to name a few.

UCS's approach to education is unique in a number of ways:

- **Location:** The school's location on the University of West Alabama campus in rural Sumter County, Alabama, will provide students with the opportunity to build rich and ongoing relationships with each other and benefit from the programs and opportunities available on campus and in our community. Sumter County, our rural community, has been challenged by a lack of high quality educational opportunities, a decline in overall child well-being, high poverty rates, high unemployment rates, low per capita income, and depopulation. UCS was created out of a partnership between the University of West Alabama and a rural, impoverished community in an effort meet the educational needs of the children. By nurturing the diversity of a divided community, UCS presents a solution to the unique educational challenges that face rural communities by providing a blueprint for others to follow, as well as presents opportunities to demonstrate and implement PK-12 best practices in a rural setting.
- **Curriculum:** UCS's curriculum is project-based and place-based, which will provide students with real-world local connections to what they are learning in school. Students will also have the autonomy to direct their course of study, allowing them to pursue academic work and projects that inspire them.
- **Diverse by design** - Last but not least, UCS will ensure that a diverse group of students can take advantage of all of the opportunities this school will offer.

Roles and responsibilities

- Arrives at work by 7:00 AM. Work hours are 7:00 AM - 3:30 PM daily.
- Serves as school's switchboard operator, answering phone calls in a pleasant and informed manner and provides information to parents and students. Provides information on a variety of topics, including rules, disciplinary measures, and day-today operations of the school. Delivers messages and transfers phone calls appropriately.
- The Receptionist Desk serves as the faculty/staff information station. All faculty and staff should direct questions to reception first and they can then be directed to the appropriate person in the building. It is the responsibility of the Receptionist to understand the organizational structure and who is responsible for what.
- All housekeeping requests should be communicated to the receptionist for distribution to housekeeping.
- Manages the front door doorbell and security system (School Pass) and is in charge of approving/denying entry to the facility. Manages visitor building security and is aware of and responsible for all building security policies for visitors.
- In charge of scheduling and maintaining activities and events on master school calendar and internal calendar.
- Daily Attendance duties as delegated
- It is the responsibility of the Receptionist to read and know the Board Student Arrival and Dismissal policy.

- It is the responsibility of the Receptionist to read and know the Student Handbook and enforce any applicable policies (policy manual) or procedures that relate to the front office.
- It is the responsibility of the Receptionist to read and know the information advertised in the Blazer Bulletin and the weekly Faculty Focus as well as advertised on Social Media so that they can answer questions related to this information.
- It is the responsibility of the Receptionist to be familiar with and comfortable with using all forms and documents on the faculty/staff google drive so that they can direct faculty and staff to the correct form or document as needed.
- Promptly greets all visitors to the school and takes care of their needs to the best of his/her ability in a friendly and professional manner
- Maintains a welcoming, clean and organized environment and physical appearance of the front office, front foyer, all common offices spaces and break room areas of the school
- Manages the schedule for all-call announcements needed daily. Schedule and content provided by Principal/Administrator.
- Organize and manage the Lost and Found and responsible for keeping it tidy and distributing clothing to students if labeled.
- Shares information broadly with administrators, teachers, and students' families through emails, flyers or phone calls, ensuring that necessary information is properly transmitted.
- Manages telephone voice message system (notification of office hours, inclement weather, and other recorded messages on voice mail system)
- In charge of scheduling and hosting all parent/staff/community meetings and interviews for office administrators
- Maintains inventory and ordering of general office supplies.
- Maintains inventory and ordering of all supplies needed for supply room, copy room, break rooms, coffee machines, etc.
- Works with the Operations Assistant to be aware of substitute placement daily and assist in recruiting subs as needed.
- Supervises attendance and duties of student office aides.
- Operates various types of office equipment such as copiers, scanners, etc. and has a working knowledge of all office equipment so as to be prepared and proficient in fixing minor problems (ink toner, out of paper, etc.). Training to be provided by Technology Coordinator as needed and requested.
- Maintains confidentiality of sensitive data and information pertaining to employees and individual students and/or overall program
- Manages the front office during summer office hours as assigned
- Regular and punctual attendance required.
- Work as part of a team with administration and other front office personnel.
- Performs various clerical and office support for the administrative team.
- Performs other related duties as assigned.

Qualifications

The strongest candidates will have the following certifications, skills, and experiences:

- Bachelor's or Associate's degree from an accredited college or university is preferred.
- High school diploma or GED required.
- At least three years of experience in a receptionist or high-level clerical role.
- Excellent organizational skills and ability to prioritize workload.
- Strong communication skills. Ability to communicate effectively with administration, teachers, staff and parents, including composing letters, outlines, memoranda, and basic reports.
- Demonstrated experience with computer systems, and applications such as Microsoft Word and Excel, and Google Documents is required.
- Ability to create documents, forms, spreadsheets, etc., is required.
- Experience effectively working with the public is highly desirable.
- Background clearance through ALSDE.

Salary and benefits

UCS offers a competitive salary dependent upon degree, licensure and experience and comprehensive benefits package including health insurance and retirement.

Apply

If your experiences and passion make you a great fit for the role, please complete an application. UCS uses an online application system designed to be an easy and efficient way for you to apply. All available positions are listed in [TeachAlabama](). Applicants interested in vacancies with UCS must complete an online application. If selected for a position, additional information is required including a background check/fingerprint review, proof of citizenship, and valid identification.

Online Application Instructions

First Time Users

Step 1: Go to Applicant Login

Step 2: Click on Create an Account

Step 3: Select a Username and Password. You will use this login information any time you want to apply.

Step 4: Build an application by clicking on the Create Application link. This application can be saved and used to apply to more than one job opening.

Step 5: If you are ready to apply, complete the application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other pertinent documents in the add attachment section before you apply to a specific job.

Apply Now

Step 1: Scroll through the job postings and click on the Job Title to which you want to apply.

Step 2: Click on Apply

Step 3: Login in using your username and password.

Step 4: Complete your application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other relevant documents in the add attachment section.

Important Notes

- Make sure your application is complete and all required materials are attached. Once an application is submitted to a job, it cannot be edited.
- When applying to multiple job postings, your main application will carry forward the information and the attachments of prior applications. Remember to delete the previous cover letter/information you attached and replace them with the new appropriate documents.
- It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete