



## ***Front Office Assistant***

**Department:** Operations

**Supervisor:** Director of Operations

**Type:** Full Time

### **Position**

In accordance with the Explore! Community School mission and values, the Front Office Assistant is responsible for providing thorough and responsive customer service to families and internal teammates. The ideal candidate should have exceptional skills around parent engagement, organizing and customer service. S/he will work closely with the director of operations to implement and contribute to the continual improvement of Explore's model of progressive teaching and learning. Check out this [video](#) to learn more about our school and culture!

### **Responsibilities**

- Managing student information in Infinite Campus, focused on data quality control for district and state level reporting
- Performing office tasks related to student data collection, parent-school communication, student-office communication.
- Scheduling meetings between teachers and parents during assigned teacher/parent hours.
- Assist with organizing, maintaining and updating student records (including collection of records from student previous schools and immunization records).
- Performing clerical tasks related to student attendance, enrollment and withdrawal process.
- Providing onsite medical support: organizing and maintaining student medication cabinet, collecting and filing required forms, and administering student medication.
- Coordinating student late arrivals and early departures recording (sign in/sign out log) and reconciling these records with student attendance data.
- Other related duties as assigned.

## **Qualifications**

- Commitment to Explore! Community Schools mission, values, and educational model
- High School Diploma required, bachelor's degree preferred
- Proficiency with Infinite Campus and MS Office Suite
- Ability to build strong relationships with students, colleagues
- Maintain emotional constancy in high stress situations
- Eagerness to initiate new projects, take on additional responsibilities, and learn new skills
- Additional skills that enhance staff and students' academic experience (e.g. multi-lingual, musician, carpentry, knock-knock jokes, etc.) highly sought

Please email [info@explore.school](mailto:info@explore.school) for more information