

KIPP LA Schools

Office Associate - KIPP Academy of Opportunity (KAO)

About KIPP LA Schools

KIPP LA Schools is a non-profit organization that operates free, open-enrollment, college-preparatory public charter schools. Our schools, which serve elementary and middle school students in East and South Los Angeles, are part of the national KIPP (Knowledge Is Power Program) network of 109 schools in 20 states and DC. KIPP schools are dedicated to preparing students in underserved communities for success in college and in life.

KIPP LA's mission is to teach the academic skills, foster the intellectual habits, and cultivate the character traits needed for our students to thrive in high school, college, and life. Through the success of our students, the KIPP LA team and family will serve as a model of excellence and collaborate with others to raise the quality of education in Los Angeles.

KIPP LA's schools feature a "no shortcuts, no excuses" philosophy and a strong culture of achievement. Our curricula are designed to provide students a well-rounded education, with sufficient time dedicated to academics, the arts, enrichment, and physical education. KIPP LA's educators are committed to continually improving their teaching skills, and to giving students the support and motivation they need to excel in school and beyond.

In the 2011-12 school year, KIPP LA operates five schools – three elementary and two middle schools – and serves approximately 1,635 students. Our annual consolidated operating budget is approximately \$18.5 million. By approximately 2020, KIPP LA will grow to 14 schools serving more than 6,000 students in kindergarten through eighth grade.

About KIPP Academy of Opportunity

KIPP Academy of Opportunity (KAO) is a high-performing tuition-free public middle school of choice located in South Los Angeles. We serve approximately 375 students in grades five through eight. KAO enables students to become self-motivated, competent, life-long learners. Our students recognize that an outstanding education is key to achieving personal success and leading a life of infinite opportunity.

KAO's mission is to ensure that students develop the academic skills, character, and intellectual habits necessary to succeed in competitive high schools, colleges, and the world beyond. Our six guiding principles are: respect, hard work, results, constant learning, determination, and teamwork.

KAO is a recipient of the 2007 California State Title I Academic Achievement Award and is a Certified Charter School.

Job Overview

The Office Associate ensures that KAO's office effectively serves and supports the students, parents, and staff. S/he reports to the School Leader. The Office Associate's duties and responsibilities include:

- Serve as primary contact for all school communication via phone;
- Warmly greet all visitors to the school and direct them to the appropriate place or person;
- Maintain and ensure the accuracy of students' daily attendance, as well as medical, tardy, and early leave logs;

- Update PowerSchool, KAO's student information system, with address and student information changes as needed;
- Maintain student records in accordance with federal and school-based policies as well as audit guidelines;
- Ensure confidentiality and security of office space, files, and all information pertaining to students, parents, staff, and community;
- Attend to sick and injured students;
- Organize, secure, and maintain the reception area;
- Type, translate, and distribute school correspondence including but not limited to: letters, memos, and weekly bulletins;
- Assist with coordinating field trips;
- Assist in receiving and organizing materials;
- Communicates to the property manager facility/maintenance needs;
- Other duties as assigned by the School Leader.

Qualifications and Desired Characteristics

- AA preferred;
- Minimum of 1 year of school experience required;
- Oral and written proficiency in Spanish strongly preferred;
- Proficiency with the Microsoft Office Suite;
- Experience in proper office procedures including filing, answering the telephone professionally, photocopying, greeting all visitors cordially, and handling information with confidentiality;
- Excellent communication skills, both oral and written;
- Strong organizational and interpersonal skills;
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment;
- Relentless results-orientation;
- Detail-oriented team player willing to roll up sleeves and get the job done;
- Demonstrates initiative and a desire to learn
- Unquestioned integrity and commitment to the KAO community and mission.

Salary & Benefits

We offer a competitive salary depending on experience and qualifications. This is a full-time non-exempt position.

To Apply

Please visit <http://go.kippla.org/noninstructionalapp> to complete a job application. You will be asked to include your resume and a detailed cover letter demonstrating your interest in working for KIPP LA.

KIPP LA is strongly committed to hiring a diverse and multicultural staff, and we encourage applications from traditionally under-represented backgrounds. KIPP LA does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national origin, ethnic origin, or any other reason prohibited by state or federal law.