



Odyssey Charter Schools, is seeking qualified candidates to join our Administrative Team at our OCS-South campus!

OCS-South is located in Pasadena, CA serving 150 students in grades TK-3rd grade. Forming the foundation of our progressive teaching philosophy is that children learn best by doing. Therefore, we strive to provide a “hands-on” learning environment to all our students. The Administrative Assistant reports to the Director of Operations, is the receptionist for the school, and is responsible for providing clerical support.

Administrative Assistant Responsibilities

- Greet and receive students, school staff, and visitors in the main office
- Assist with supervision of students sent to office as needed or required
- Coordinate general office operations as needed or required
- Assist with the distribution of school staff communication/materials as needed or required
- Assist with the distribution of student/parent communication materials as needed or required
- Organize main office area for efficiency, safety, and appearance
- Sign for and distribute mail and packages
- Maintain student information data
- Maintain attendance log
- Maintain the health log and first aid inventory
- Administer first aid
- Direct support of Administrative Staff
- Prepare and coordinate materials, mailings, and reports to families
- Lead new student registration process
- Oversee daily student and staff attendance records
- Manage the report card process
- Other duties as assigned

Qualifications

- Associates Degree or Equivalent
- Requires strong service related people skills and problem solving skills
- Requires strong verbal and written communication skills
- Requires strong technology skills in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operations; i.e. phones, fax, copier
- Requires strong organizational skills to balance demands of a multi-tasking position
- Requires extraordinary attention to detail and commitment to accuracy in all areas
- Requires significant confidentiality responsibilities
- Must have the ability to work independently
- Team player!
- Must have current certification in CPR and First Aid and TB Assessment

Compensation and Schedule

\$29k- \$31k per year based on applicable experience and generous healthcare and retirement benefits. This is a Full-Time position. The schedule is Monday-Friday. 7:45 am -4:00 pm.

To Apply: To apply for this position, please submit a single PDF document containing your letter of intent detailing your interest and professional experience, a current resume, and a list of references via email to jobs@ocsmail.org. Qualified candidates will be contacted for interviews.

Work Environment and Physical demands :

Indoor/school office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate assigned equipment and a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Reaching overhead and above shoulders to retrieve files and materials.
- Bending at the waist, kneeling or crouching to file materials.
- The employee must occasionally lift and/or move up to 25lbs