



Office Assistant II / Bookkeeping

N.E.W. Academy Canoga Park Elementary Charter

SCHOOL PROFILE

NEW Academy Canoga Park is a K-5 independent charter school, which emphasizes art and science. One of the school's four core values, Doing Extra Makes a Difference, is seen throughout the year through efforts of the teachers and the parents to create a more meaningful experience for all Dolphins. Teachers go out of their way to assist students and have created optional clubs to add an extra layer of fun to NACP. Clubs include Run Club, Yoga Club, Violin Club, Chess Club, the Dancing Dolphins Club, Drama Club, Fourth and Fifth Grade Reading Club, and Photography Club. A resource service provider, speech therapist, and occupational therapist collaborate with teachers and provide services to students who qualify. Parents attend parent meetings and other school events such as the annual Talent Show and the annual Oratorical Event sponsored by the West Hills Optimist Club.

Definition:

Under the supervision of the School Administration; the **Office Assistant II/Bookkeeping** provide clerical support for assigned site; communicating various information regarding activities and/or response to requests; and providing for timely and accurate distribution of materials. Skills are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operation standard office equipment including software applications; planning and managing projects; and performing standard bookkeeping and record keeping. Specific Abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as a part of a team; working with detailed information/data.

Essential Duties:

- Answers telecommunication systems for the purpose of screening calls, transferring calls, responding to inquiries, and or taking messages.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Assists other personnel for the purpose of supporting them in the completion of their work requirements.
- Bookkeeping – processes invoices and purchase orders, generates recap sheets for manual checks, deposits, and cc
- Communicates with EXED as needed in regards to invoices, Purchase Orders, etc.
- Assists in requesting substitute teachers from agencies and placement in classrooms
- Assists in reviewing Instructional Assistant schedules to ensure proper supervision during recess and lunch- makes recommendations to administration

Qualifications:

Education/Experience:

Education: High School diploma or equivalent

Clearance: Criminal Justice/Fingerprint Clearance

Special Skills/Knowledge/Abilities:

- Generate list of students who declined photo permission and provide teachers and administration with lists
- Update and maintain the waiting list weekly
- Generate recap sheets monthly for manual checks
- Generate quick exports of student and staff contact information for Blackboard Connect
- Receive volunteer applications and notify teachers
- Update information displayed on the outside marquee weekly
- Update and print staff sign in sheet daily
- Fax LAUSD orders
- Create health cards in coordination with school nurse
- Organize and clean the conference room daily

- Stock office supplies, copiers, and colored paper supply daily
- Greet people coming into the office promptly in English or Spanish
- Print report cards each trimester and follow-up with teachers to make sure it is completed
- Create and update staff profiles on PowerSchool
- Data Director - Create multiple spread sheets through PowerSchool (roster, scores, etc.), upload school data, and communicate with Data Direct regarding updates and needs and inform administration
- Orders - Check off packing slip versus merchandise on all orders that come in, label boxes and place in back for distribution (or communicate with Custodian for assistance), and stamp or label school property
- Playground Coverage - Communicate daily with playground supervisor and find coverage for playground supervisors who are out
- Tech Support - Trouble shoot IT issues on campus such as internet connectivity, printing, etc. weekly. Install software, update and set up computers and laptops, maintain inventory list for all computers, laptops, printers, projectors, elmos, etc. every trimester. Communicate with technician and CalNet on any ongoing issues. Place orders or obtain quotes on tech items and collect items for e-waste.
- Administer first aide; organize, prepare log for nurse, and administer student medications with doctor authorization and parent consent.
- Operates standard office machines and equipment including computers, typewriters, printers, copiers, calculators, two-way radio, and fax machines. Utilizes software applications such as Microsoft Word, Excel, and Publisher.
- Moderate English-Spanish Bilingual skills for communication in person and via telephone.
- Establish and maintain professional relationships with students, parents, teachers, administration, vendors, visitors, and board members.
- Other duties as assigned.

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Approximately fifty percent of the time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Employee will be required to lift and/or move unassisted up to twenty-five pounds.

Salary Rate: Contracted position; salary depends on education and experience

Location: 21425 Cohasset Street, Los Angeles, CA 91303

Benefits: N.E.W. Academy offers an excellent benefit package, which includes full health, dental and life insurance, sick days, holidays and retirement plan.