



LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

Office Administrator

Lafayette Preparatory Academy, a charter school, opened in the fall of 2013 initially as a K-2 charter school and will grow with its students through 8th grade. Our mission is to build a community that prepares students for academic and collegiate success and equip them to enter the world as active, responsible, and involved citizens and leaders. We will implement research-proven curriculum focused on math, literacy, critical thinking, and science. As a community school, serving the needs of students from Downtown/Near Southside neighborhoods, LPA will support social and economic growth and sustainability in the city of St. Louis.

Lafayette Preparatory Academy seeks passionate professionals and relentless over-achievers who have proven to be ambitious self-starters and operate with both a sense of urgency and responsibility.

Summary: This position is responsible to the Head of School for the coordination of building-level administrative systems. The Office Administrator will work in cooperation with Head of School, the Executive Director, and other staff, specialists and consultants to implement and maintain policies and procedures that meet objectives delineated by the Head of School and Executive Director and to ensure the efficient daily operations of non-academic functions of the school.

SPECIFIC RESPONSIBILITIES:

- Assist parents with student arrival; payments; food, uniform and other orders; questions; visitor protocols; early pick-up; etc.
- Assist students needing medical assistance
- Answer phones and doors
- Clerical office duties (scanning, filing, sorting mail, copying, mailings, notifications to families, etc.)
- Prepare the deposit for validation
- Enter student information, daily attendance, tardies, early releases, and fines and fees into SIS
- Oversee printing and distribution of progress reports, report cards, and transcripts, as necessary
- Coordinate site master calendar of meetings and events with administrators
- Research and coordinate development opportunities and structures
- Assist with lunch
- Promote and maintain a positive and effective school climate by ensuring that all interactions with staff, students, parents and the public at large are prompt, efficient, helpful, and friendly
- Perform other duties as assigned by Head of School



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QUALIFICATIONS

- A passionate belief in LPA's mission, values, and educational model
- Current authorization to work in the United States
- Previous experience as an office administrator and work in a school, is preferred
- Familiarity with or willingness to learn MS Office and SIS

KNOWLEDGE, ABILITIES, AND ATTRIBUTES

- Ability to multi-task and manage high volume times of day
- Strong writing, speaking and listening skills
- Ability to establish and maintain cooperative relationships with all stakeholders
- Bilingual/biliterate preferred
- A strong love for community
- A desire to work with a diverse student population
- A willingness to do whatever it takes to ensure that every child succeeds
- Ability to demonstrate loving care for students and their futures yet also a firm personality and belief in a high level of structure.

PHYSICAL DEMANDS

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, move and walk at a brisk pace, sit, and use hands and arms to handle, feel and reach. The employee is occasionally required to stoop or kneel and lift and move up to 50 pounds. Regular attendance on the job is expected and necessary. Additionally, the employee must be physically able to implement all BOE policies, District procedures and to perform Non-Violent Crisis Prevention Intervention (CPI) training and techniques. The employee must be physically able to react and intervene quickly during crisis situations, such as but not limited to the following circumstances: emergency drills, student elopement, physical altercations involving students.

REPORTS TO:

Lafayette Preparatory Academy Head of School

TERMS OF EMPLOYMENT:

Work year is year-round; 8 days sick leave; two weeks paid vacation to be approved by Head of School; comprehensive benefits package; hours are from 9:00 a.m. – 6:00 pm daily. Compensation is commensurate with experience (between \$12 and \$14/hour).

TO APPLY:

Submit your resume, cover letter to Sarah Ranney, Head of School,
sarah.ranney@lafayetteprep.org