



LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

Operations Assistant- Operations Application Process

JOB DESCRIPTION, found at <http://lafayetteprep.org/career-opportunities/>

QUALIFICATIONS (for complete list, please consult the job description):

- 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 (Work in a school, is preferred)
- Familiarity with or willingness to learn MS Office and SISK
- Satisfactory completion of a background check and Family Care and Safety check, demonstrating results that meet the guidelines for employment at Lafayette Preparatory Academy

TERMS OF EMPLOYMENT:

- Days/Hours of work
 - 9:00a-5:30p
 - Aligned to the "12-month employee" calendar.
 - Paid Time Off/Vacation: 8 days sick leave/year, 10 days of vacation/year
- Benefits:
 - Health, Dental, Vision, and Life available
 - Employer portion not to exceed \$465/month.
- Retirement
 - Enrolled in the PSRSStl retirement plan
- Salary/Pay
 - Compensation is commensurate with experience
 - Salary, between \$26,000 and \$36,000/year

TO APPLY:

Submit your LPA application (available on the website), resume, cover letter and question responses to Ciera Major, Operations Manager at [hiring@lafayetteprep.org](mailto: hiring@lafayetteprep.org). In the subject line, write " _____ (your name) Office Administrator-Operations candidate."

Submit a concise response to the following questions:

- 1) When arriving at a school of your dreams, what would a visitor's first impression be? How does the front desk personnel assist in creating that impression?
- 2) How do race and class affect how young people experience schools? What role does the front office play in affecting the experience?

It is the policy of Lafayette Preparatory Academy not to discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or employment practices.