



LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

Job Description Office Assistant-Operations

Lafayette Preparatory Academy, a charter school, opened in the fall of 2013 initially as a K-2 charter school with 74 students and has grown with its students through 8th grade, serving nearly 400 in 2020-2021. Our mission is to be a community that prepares students for academic and collegiate success and equips them to enter the world as active, responsible, and involved citizens and leaders. We utilize a rigorous academic model to implement research-proven curriculum focused on critical thinking and problem-based inquiry. 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 Operations Manager in assisting with operational tasks and systems. The Office Administrator-Operations will work in cooperation with the 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/ESSENTIAL FUNCTIONS

- Manage Office Assistant duties when Office Assistant is not present
- Assist Head of School with website maintenance
- Assist Head of School with newsletter development and distribution
- After Care:
 - Set up and process club and after care payments (including recurring)
 - Write and distribute tax letters for aftercare payments
- AP/AR:
 - Complete EOY vendor file maintenance
 - Manage relationships and disputes with vendors
 - Reconcile and categorize Credit Card Purchases for Executive Director
 - Manage Vendor Tracker (compare to bills)
 - Reconcile and categorize Miriam Bills
 - Prepare Square report for Accountant
 - Write and distribute POs

- Attendance
 - Maintain Attendance Tracker
 - Maintain late pick-up tracker and fees in SIS
- Cash Management:
 - Prepare the deposit for validation by Office Assistant
 - Submit to Executive Director
 - Take deposit to bank/ Submit to Executive Director
 - Set up and manage Chromebook payments
 - Make Credit Card Purchases
- Enrollment:
 - Distribute enrollment applications and answer enrollment questions
 - Tours: Set-up tours and enroll families in tours; track who has and hasn't toured
 - Receive applications and follow up about missing documents
 - Notify families when application is complete
 - Maintain enrollment application tracker
 - Notify families if selected for open seat/placed on waiting list
 - Notify Head of School if new names need to be pulled from waiting list and notify families after Head of School approves new family being enrolled.
- Medical:
 - Manage Medical Authorization Forms
 - Manage medication storage and notify whoever manages Individual Health Plans and Allergy Plans
 - Manage medication distribution and schedules
 - Assist students needing medical assistance
 - Manage medication input in SISK
 - Input immunizations into SISK
- Clerical/Office Duties:
 - General: scanning, filing, sorting mail, copying, mailings, notifications to families, etc.
 - Assist in data entry
 - Maintain Student Files according to guidelines
 - End-of-Year student file maintenance - current and WD
 - Scan files into long-term files
 - Send out MAP scores to families; file MAP scores in student files
 - Maintain e-files
 - Manage LPA calendars
- Volunteers:
 - Parent volunteers tracking and communication
 - Assist with parent volunteer coordination
 - Manage volunteer background checks
- Create and send thank you letters to donors and community partners
- 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 administration

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 (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

KNOWLEDGE, ABILITIES, AND ATTRIBUTES

- Ability to multi-task and manage high volume times of day
- Exceptional organizational skills
- Strong attention to detail
- 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.

ENVIRONMENTAL DEMANDS

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses
- Occasional exposure to a variety of weather conditions
- Exposure to heated/air conditioned and ventilated facilities
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
- Function in a workplace that is usually moderately quiet but that can be noisy at times
- Function in a workplace that can be stressful.

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 often 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. The employee must be physically and mentally 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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand, stoop, twist and walk for required periods of time.
- Speak and hear.

REPORTS TO Operations Manager

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.