



Two-Way Dual Language Spanish/English Immersion Escuela Bilingüe de Inmersión en Español/Ingles

School Secretary Grades K-5

Escuela Éxitos is a Two-Way Dual Language Spanish/English Immersion school seeking highly qualified teachers to join its founding school team of academic leaders. We are a diverse learning community that will serve and develop bilingual and biliterate future leaders ready to change the world. We believe that learning should be both rigorous and joyful. The K-5 public charter school utilizes personalized, student-centered learning, global education, and collaborative strategies to ensure its scholars are prepared to thrive in a diverse and global future.

Key elements of the Escuela Exitos model include:

- Two-Way Dual Language Immersion for Language and Literacy learning using a 90/10 model.
- Personalized Student-Centered Learning that is flexible and progress based with student ownership that provides significant opportunities for both voice and choice by students.
- Inclusive School Culture by creating a Caring Community that is Diverse, Equitable and Inclusive. Supports Students Needs and promotes Significant Community and Family Engagement.
- Prepared for the Future through 21st Century skill development and a Global Curriculum that provides tools and the understanding of world issues and gives students the confidence and skills to thrive and contribute to solving global problems and thrive in a global society.

DUTIES/RESPONSIBILITIES

- Create and maintain a welcoming front office that emphasizes organization, professionalism, flexibility, and teamwork
- Work closely with the school leadership team in support of all aspects of school operations
- Build internal and external relationships crucial to the success of the school
- Manage a variety of special projects (Open House, Picture Day, Newsletter, etc.)
- Perform administrative office duties
- Maintain all records, including schedule, attendance records, school, calendar, etc.
- Responsible for recording, tracking and following up with students and parents
- Provide and/or manage standard school operations -student entrance/exit procedures, safety and emergency procedures/guideline. etc.
- Maintain accurate data base of student information and student records
- Support special events for parents and community
- Support Health Office when needed

QUALIFICATIONS/REQUIREMENTS

- High School degree or equivalent required, though Post-secondary and Bachelors preferred
- Bilingual Spanish/English required, with strong oral and written communication in both languages
- Minimum of 3 years of experience working in a school or office
- Experienced with all technology, software office equipment
- Prior experience with school student information system preferred
- Demonstrate a strong sense of urgency by prioritizing and following through on commitments
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Ability to exercise good judgment in a variety of situations
- First Aid, CPR, and ability to deal with health office student situations

Escuela Exitos offers competitive compensation and benefits package. Escuela Exitos is committed to diversity among our staff, and applicants of diverse backgrounds are strongly encouraged to apply.