

Job Posting: Office Manager, City High School

About CITY Center for Collaborative Learning: CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson-based nonprofit offers professional development and community engagement experiences for educators and education advocates, including school visits and workshops, while leading three small secondary schools that serve as demonstration sites. For more information visit CITYcl.org.

About City High School: City High School, founded in 2004, is a public charter school in downtown Tucson, Arizona, with a focus on civic engagement and college readiness. City High School engages students with challenging academics and the community resources of Greater Tucson to become active citizens and responsible stewards of the world. City High School serves 185 students annually and is under the umbrella of the education nonprofit CITY Center for Collaborative Learning. For more information visit cityhighschool.org

Position Functions:

1. Reception Responsibilities:

- Receiving visitors/guest/parents/students/public during school hours (City High School and PFFS-D) and for after school programming
- Answering phones, transferring calls, managing voicemail messages
- Communication with staff to update calendars/events/appointments as needed
- Helping direct students on the ground floor as needed
- Receiving and recording payments for fees, lunch, and other school related items

2. Administrative Duties:

- Assistance with copying, mass mailings; collecting and distributing mail
- Oversight of front office work areas: keeping them organized and maintaining the presentation/image of our front lobby and school.
- Substitute teacher assistance, including maintaining subfolders, rosters, facilities assistance, and entering attendance
- Procure and manage inventory of office and copier supplies; purchase approved instructional supplies
- Directing/assisting students and substitutes with copy jobs as needed
- Participate in Student Success Team
- Manage incoming tax credit donations; generate and mail tax credit letters
- Assist with scheduling and logistics for special school events (registration, Student-led Conferences, etc.)

- Communicate with families about special schedules and school events

3. Health Clerk:

- Distributing pain medication, cough drops, antacid, etc. following protocol
- Recording prescription medication distribution following protocol
- Administering minor First Aid when required
- Assist with annual vision and hearing screenings

4. Attendance Clerk Responsibilities:

- Entering Absence information in the school's student information system
- Reviewing attendance information and assisting with daily/weekly attendance data, reports (in collaboration with Dean of Students)
- Daily parent phone calls or school alert system broadcasts
- Management of daily off-campus lunch permission and attendance (in collaboration with Dean of Students)

5. Student Records and Data Management:

- Assist with generating and sending records to individuals and institutions
- Supporting Registrar with student information data entry and filing

Qualifications:

- Demonstrated cross-cultural competency and experience with diverse student populations
- Basic computer skills; Google productivity tools preferred
- Proven ability to work with young people and their families
- Strong organizational and communication skills
- Ability to work independently and as part of a team

School Details, City High School:

- Enrollment of 190 students annually in grades 9-12
- Title I school with 45% qualifying for free/reduced lunch

Racial/ethnic identity of students: 37% Latino, 52% Anglo, 4% Native American, 2% African American and 5% selecting 'two or more race categories'

Position Details:

- Job Type: Full Time, Year-Round
- Salary: Regionally competitive salary, commensurate with experience; starting at \$34,000
- Benefits: Strong health insurance package; participation in Arizona State Retirement System; generous paid time off plan
- Start Date: July 20, 2022
- CITY Center for Collaborative Learning seeks to have a staff that reflects the diversity of its student population; minority and bilingual candidates encouraged to apply
- Website link: <https://cityccl.org/about/contact/employment>

Application Procedure: Submit cover letter, resume, and a list of 3 professional references.