



## **Campus Support (Facilities) - Interim**

**Reporting To:** Principal

**Position Type:** Part-Time

**Contact:** [joinourteam@ecsonline.org](mailto:joinourteam@ecsonline.org)

### **About ECS**

The mission of the Environmental Charter Schools (ECS) is to reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world. Environmental Charter Schools (ECS) is a non-profit charter management organization with a growing network of free public schools in South Los Angeles. Environmental Charter Schools create and refine engaging, project-based, environmentally-themed, arts-integrated, social-justice driven, interdisciplinary curricula and assessments.

Since its inception in 2000, ECS has been providing students with a unique learning experience that utilizes environmental service learning to inspire our students to find authentic meaning in their studies. ECS now proudly serves over 1,200 students at two middle schools (Gardena and Inglewood) and two high schools (Lawndale and Gardena). ECS' student achievement outcomes include: ECHS Lawndale ranks in the top 2% of public high schools in U.S. News & World Report, 100% of students graduate high school with the coursework necessary for admission to a four-year college or university, and 97% of students are admitted into a four-year college. Most of our students will be the first in their family to graduate from college.

### **The Opportunity**

Environmental Charter Schools is seeking a talented and dynamic Interim Campus Support to support the day-to-day operations of the Environmental Charter Middle School campus during an employee leave.

### **Responsibilities**

- Unlock and lock doors and school facilities
- Make sure classrooms are ready with laptop carts, chairs, etc. as assigned
- Organize laptops and inventory carts before and after use
- Supervises students as needed on field trips and/or athletic events
- Assist Office Manager in setting up for special events
- Assist with maintaining a clean and orderly campus at all times
- Maintain healthy gardens and animals
- Maintain positive relationships with students, parents, staff, and community
- Operate a two-way radio to communicate with the school office and other facilities personnel
- Escorting students to classrooms and/or office
- Assist with school breakfast/lunch service
- Drive vans to provide student transportation to/from after-school/summer events/programs
- Provide assistance to teachers when requested & assist teachers, staff and community partners with school projects
- Distribute books and instructional materials to classrooms as needed
- Perform incidental housekeeping tasks, such as organizing, putting things away, cleaning tables, chairs, sweeping work areas
- Substitute for scheduled staff as needed, e.g. morning, passing, lunch, snack, and dismissal
- Make school repairs as needed and directed by Office Manager



- Perform other related duties as assigned
- Model a personal code of ethics aligned with ECS Mission and Vision
- Other duties as assigned

### **Qualifications**

- Minimum education: high school diploma
- 1-2 years of experience preferred
- Commitment to the success of all students and the ECS mission, vision, and values

### **The Perks**

- Social and Environmental Justice Focus
- Personal growth and enrichment opportunities

**This job primarily operates on a school site and in classrooms and utilizes typical office equipment (computers, phones, photocopiers, etc.). Physical demands include: positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend. Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites or the Home Office (as needed).**

***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you have any questions, please contact the Human Resource Administrator at (310) 214-3408.***