



Job Title: Afterschool Receptionist

Orange County Educational Arts Academy (OCEAA) is a TK-8 independent charter school specializing in dual language immersion programming which serves over 600 students. Our mission at OCEAA is simple: to nurture all learners to become creative, critical thinkers by providing high quality standards-based instruction through the arts, technology, language and culture.

OCEAA has a diverse population; approximately 70% of our students are low income, 50% are English Learners and 7% are Students with Disabilities. Grounded in our Habits of Character— integrity, compassion, courage, collaboration, and perseverance, OCEAA partners with [EL Education](#) as a national network school to create classrooms where students achieve content mastery in two languages and become active contributors in building a better world.

Schedule: 28 hours/ week M, T, TH & F 1:00-6:30pm W 12pm-6:30pm

Calendar: 183 Duty days, refer to School Calendar

Reports to: KEDS/Student Activities Manager

GENERAL SUMMARY:

Under general supervision, assist with daily functions of the after school enrichment programs. To perform a variety of clerical, administrative and supportive tasks in support of the After School Programs and to perform related work as required.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

Include the following. Other duties may be assigned:

1. Assist parents and students at important transitional times.
2. Assist and support the KEDS team as needed.
3. Cover KEDS teachers during their breaks and or during absences.
4. Help organize, track and deliver snacks during serving time.
5. Help plan, organize school activities, including fundraising events.
6. Maintain daily, weekly and monthly records of snacks being served.
7. Greet visitors warmly to the school, answer questions and ensure appropriate sign-in if a visitor enters the building for any reason.
8. Ensure completion of paperwork such as, teacher attendance and parent sign-in sheets.
9. Render First Aid treatment to injured and ill students.
 - a. Sterilize, disinfect and bandage minor cuts, abrasions and burns.
 - b. Communicate with parents regarding student' illnesses.
 - c. Notify the day health clerk/nurse of any major injuries.
10. Maintain and file all important program documents like early release forms, late pick up forms, withdraw forms, teacher referrals, snack tracker etc.
11. Operates a variety of instructional media, office machines and equipment.
12. Communicate effectively and professionally with staff, students and parents in Spanish and English.



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



receptionist@oceaa.org



13. Answer the telephone and transfer calls or take messages and direct to the appropriate individual.
14. Performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials.
15. Performs program opening and closing procedures as well as assists in the programs' overall maintenance.

QUALIFICATIONS:

1) Required knowledge, skills, and abilities

- First Aid & CPR certifications/TB Clearance.
- High school diploma or GED with courses in general office procedure or an acceptable combination of education and experience.
- Ability to be flexible and revise priorities based on requirements of school.
- Ability to sit, stand, climb stairs, lifting up to 25 lbs., bend, pull, push, carry, walk and operate equipment.
- Excellent organization, time management and follow-up skills.
- Ability to work under minimal supervision.
- Ability to work in a fast paced, high intensity work environment.
- Ability to handle upset children and adults in a respectful and professional manner.
- Available for additional time for staff training and development may be required with advance notice.
- Proficiency in use of technology and internet.
- First Aid & CPR certification
- TB clearance
- Bilingual/biliterate in English and Spanish

2) Minimum educational level:

- High School Diploma or GED.
- Associate's degree or 48 units of college credit preferred.

3) Experience required:

- Two-year experience performing a variety of general office and clerical work.
- Detail oriented.
- Excellent customer service.

SALARY: \$15.00 - \$18.00

Employee Signature Date Employee Name _____

Immediate Manager Date HR Manager _____
Date



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