



INTELLECTUAL VIRTUES ACADEMY

Administrative Assistant, Intellectual Virtues Academy, Long Beach, CA

About Intellectual Virtues Academy

IVA is a public charter school with an “intellectual virtues” approach to education. Intellectual virtues are deep personal qualities that make one an excellent thinker, learner, or inquirer. They include traits like curiosity, intellectual humility, carefulness, attentiveness, open-mindedness, and intellectual tenacity. The goal of this approach is for students to become thoughtful, wise people with the ability to learn and to live well. Our class sizes are small, with a target ratio of 26:1. Our curriculum is driven by the California State Common Core Standards with a focus on depth of understanding using pedagogy appropriate to each subject matter content. Our teachers and students are trained in the concepts and importance of intellectual virtues and metacognitive awareness. Students are assessed and mentored in their own personal development of intellectual character virtues. For more information about the educational model for the school, please see <http://www.ivalongbeach.org/>.

Overview

This job description is for a full time 40 hours per week, \$15/hour Administrative Assistant position. With a small school size with around 234 students in grades 6 through 8 and fewer than 25 employees, each member of IVA’s team is a key asset. Each member of our team understand the need to be flexible as well as the need to research and ask questions in order to complete tasks. Our school exemplifies a desire for the love of learning, especially through the practice of our board-adopted values. Each member of our team operates within our five values:

1. Sense of purpose: we deliberately align all of our thinking and decision-making with the mission, vision, and values of the school.
2. Culture of thinking: we ask questions, seek understanding, and practice the habits of good thinking.
3. Self-knowledge: believing in the importance of self-knowledge, we practice ongoing self-reflection and self-awareness.
4. Openness and respect: we strive for a strong sense of community marked by collaboration, empowerment, and intentional openness and respect for the thinking of others
5. Growth mindset: being optimistic about the potential for personal growth, we embrace challenges and regard failure as an opportunity to learn and improve.

Responsibilities and Duties (including, but not limited to):

Office Management

- Perform clerical duties, including data entry and file maintenance of a variety of student, □personnel, and school records;
- Assist and monitor students when referred to office for health needs;
- Maintain and operate a variety of office equipment, such as the copy machine, printers, fax □machine, and scanners with speed and accuracy;
- Monitor and maintain the inventory of the school’s office supplies and technology purchases;

- Inventory office and teacher material orders providing an audit from analysis of budget to inform next year's budget;

Accounting/Payroll

- Support the employee who is assigned these tasks;
- Keep an eye out for invoices and other communication to direct to the person identified for this assignment;
- Be able to search for invoices or receipts in IVA's online and paper files

Communication

- Monitor the school's entryway and greet parents and visitors to the school in line with the openness and respect values of the school site
- Answer phones, check messages, and handle mail correspondence;
- Contact parents regarding absences, missing assignments, teacher concerns, or student illness and record in Illuminate as appropriate;
- Develop school communications based on a thorough knowledge of school policies, regulations, and operational procedures;
- Design, compile and distribute newsletters and important external documents;
- Review annual End of Year surveys for parents, students, and staff and make edits as directed by Principal
- Learn to understand and support the development of communication through MailChimp, Illuminate, Google Classroom, IVA's google email, and any other system used to support communication;
- Troubleshoot connectivity issues for teachers, parents, and students on all the above named methods

Supervision

- Know discipline policy and procedures and be willing to implement;
- Record any incidents with as much lack of bias as possible in Illuminate, by email, or in person as appropriate;
- Support the discipline policy process by helping students to fill out an incident report without the collusion of other students after any issues;
- Supervise students during breaks, lunch, and other times as necessary;
- Be responsible to clean and lock the lunch area as necessary;
- Supervise parent volunteers and other school guests

Student Information Systems - Illuminate

- Perform clerical duties including data entry, incident reports, health events, and other student information maintaining confidentiality and intellectual carefulness when inputting data;
- Support principal, administrative, and teaching staff by calling Illuminate to troubleshoot other uses of school information including but not limited to scheduling, grade reporting, discipline,
- Track attendance, tardies, and illness through notes and in accordance with school policies as directed by the auditor;

Technology

- Maintain and operate a variety of office equipment, such as the copy machine, printers and scanners with speed and accuracy;
- Update online forms including managing permission slips and school calendar on the school website following directions;
- Track technology maintenance by following up with issues including but not limited to wifi connectedness, updates, firewall, iPad connection issues, Apple TV, projectors, etc. on an as needed basis;

- Follow up with warranty issues and order to replace any technology that needs to be replaced;
- Track equipment and send out updated equipment lists to all teachers

Activities/Events

- Assist in the coordination of special events and various outreach projects including but not limited to student recruiting events, promotional efforts, managing call lists and MailChimp email contact, and school tours;
- Provide After school Academy support to Office Manager/Program Administrator;
- Sweep rooms and school campus before and after events to make sure that all IVA items are put away and the building is locked;
- Manage permission slips;
- Supervise parent volunteers and other school guests;

Administrative tasks

- Implement systems to support the work of teachers and administrative staff;
- Assist the Principal, teachers and Board of Directors as directed;
- As a part of our staff, understand, be passionate and articulate about, and be willing to learn more about an intellectual virtues model;
- Join professional development as requested or appropriate to learn more about the model and its impact on school systems
- Support and implement school lunch program

Physical Demands:

Spends the majority of the day standing and sitting in the office. While standing the admin assistant will frequently hold light objects they are working and demonstrating, etc. These can be held from waist level to slightly above the head. Employee must be able to walk through the office and around the campus and be able to maneuver in tight spaces between desks within the classroom. Dealing with students can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day. The whiteboard is occasionally to frequently used in preparing for events which can require grasping the marker or eraser, reaching at, below or above shoulder height with the dominant upper extremity and may require trunk or neck rotation to look backwards.

Admin Assistants may be required to assist in physical education on a rotating basis and this would occasionally involve lifting, using both upper extremities while assisting the child. The employee may be required to do playground/yard duty, which involves walking on even and uneven surfaces including pea gravel and negotiating a 6" curb.

Admin Assistant may use computers, iPad cart, projector, etc. which would require a 10 pound force to push or pull the iPad cart. The overhead projector requires 5 pounds of force to move. When working with equipment it may also be necessary to forward bend, squat, and/or kneel.

The employee often moves office and classroom desks and chairs to change the layout of the classroom to influence event or activity situations. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to a classroom up to 200 feet away.

The employee must sit on a frequent basis. This is done at a desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step- ladders or chairs.

Work Environment:

This position works in a variety of settings including classrooms, office, and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, noise level is moderate to loud.

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date

Intellectual Virtues Academy Principal Signature

Date

In accordance with Education Code Section 47605, Intellectual Virtues Academy and its governing board affirms the following: In addition to any other requirement imposed under the Charter Schools Act, Intellectual Virtues Academy shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any pupil on the basis of the characteristics listed in Section 220, including, but not necessarily limited to the following: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, or association with a person or group with one or more of the above actual or perceived characteristics."

IVA shall have no authority to enter contracts for or on behalf of the Long Beach Unified School District. Any contracts, purchase orders, or other documents which are not approved or ratified by the Long Beach Unified School District Governing Board as required by law, including, but not limited to, Education Code section 17604, shall be unenforceable against the Long Beach Unified School District and shall be the IVA's sole responsibility.