



RiseUp Community School: Administrative Assistant Job Description

Employees at RiseUp Community School must be committed to the Vision and Mission of the School.

Our vision is that all young people, regardless of their circumstances, have access to an education that will prepare them to counter social inequities and realize their full potential. Our school empowers young people to transform themselves and become leaders in their communities. Our school is a haven of trust and respect, where students can prepare for success in careers, post-secondary education, and life. 100% of our graduates are prepared for and go on to post-secondary education or meaningful careers.

The mission of RiseUp Community School is to engage young people who have previously dropped out of school or are at risk of dropping out in a supportive learning environment that holds each student to high expectations, cultivates social justice, and inspires every student to achieve a high school diploma and become prepared for college and careers after graduation.

School Overview:

We believe that all students deserve an education rich in experience that allows students to be agents of change in their own lives. RiseUp Community School offers project-based courses to students and provides them with a community-integrated and context-based education. Employees are key in the creation of an educational experience that encompasses academic, career, and college planning, and social responsibility believe that the best way to learn is through applying new knowledge and skills to real-world projects.

Position Overview:

All administration positions require that the candidate be balanced in their ability to envision and execute. The Administrative Assistant plays an important role in helping all of the school systems and programs run smoothly. This position works side by side with administrators to ensure all aspects of the school are covered.

The Administrative Assistant works at the front desk and will be the first person the students and community members. The Administrative Assistant will need to work as a “connector” and have the ability to speak with the public about the programs at RiseUp. As the first point of contact for students and community when they enter the building, it is important that the Administrative Assistant responds appropriately and should have the ability to not take things personally.

Duties include, but are not limited to:

Executive Support to school administration (~60%)

- Schedule and manage complex calendar for the Principal including arranging meeting locations, pre and post communication to attendees, catering, parking, and other logistics related to the schedule
- In collaboration with other RiseUp operations staff to include but not limited to the management of ongoing building and staff needs such as material orders, coordination with outside vendors, and acquisition of consumable materials associated with an educational environment
- Responsible for developing effective systems for managing the Principals administrative needs
- As needed, support RiseUp administration with scheduling, strategic plan initiatives, communication plan, resource allocation and coordination, and personnel recordkeeping
- Design and maintain a system of attendance tracking and reporting
- Managing data within the student information system and individualized learning plans

- Support RiseUp leadership team with budget reports and budget management responsibilities
- Monitor budget activity and track expenditures and provide monthly reports
- Manage departmental corporate card(s) and corresponding processes in alignment with RiseUp procedures and expectations

Office Management (~40%)

- Oversee front desk operations to ensure excellent and professional responsiveness
- Oversee and ensure the daily RiseUp operations
- Create and manage systems that lead to efficiency and effective core operations including
- Purchase/procure office supplies and equipment, maintain departmental inventories, and develop/maintain systems for effective office operations related to supplying and equipment management

Experience includes a proven history of:

- Positive working relationships with all stake-holders
- Prioritizing relationships over compliance
- A passion to work with students in an alternative setting
- Supporting students on a non-traditional pathway who have not found success in traditional schools
- Providing educational administrative assistance
- Front desk office management experience
- Budget management experience that includes purchasing, purchase orders, tracking orders, record keeping, fiscal reports, and maintaining budgets
- Familiarity with Infinite Campus and other student information systems

Additional desired qualifications include:

- Ability to manage and operate facilities
- Ability to speak Spanish at a conversational level
- Experience in Denver Public Schools
- A passion to work within a collaborative environment where duties and responsibilities can change in response to new challenges

Experience:

- Demonstrated belief in the vision and mission of RiseUp Community School
- 1-3 years educational experience

Compensation and Benefits:

- Starting salary (0 years experience)- \$38,000.00/year
- Comprehensive benefits (health, dental, vision)

To apply:

- Cover letter- address why RiseUp Community School is of interest and a good fit for you, and highlight unique skill sets and/or beliefs you possess that may not come through in your resume.
- Written response-
We would like for you to think of a significant past event that involved yourself in a teaching or helping role with one or more other persons. That is, from a human relations standpoint, this event had special meaning for you. In writing about this event, please use the following format:
FIRST Describe the situation as it occurred at the time.
SECOND What did you do in the particular situation?
THIRD How did you feel about the situation at the time you were experiencing it?
FOURTH How do you feel about the situation now? Would you wish to change any part of it?
- Resume/CV (include three references)
- This position will be open until filled. The start date is 08/01/2021. Interviews will be conducted on a rolling basis between July 5, 2021- July 30, 2021.

Send materials to info info@riseupcommunityschool.net