



## Two-Way Dual Language Spanish/English Immersion Escuela Bilingüe de Inmersión en Español/Ingles

### School Secretary Grades K-8

Escuela Éxitos is a Two-Way Dual Language Spanish/English Immersion school seeking highly qualified teachers to join its founding school team of academic leaders. We are a diverse learning community that will serve and develop bilingual and biliterate future leaders ready to change the world. We believe that learning should be both rigorous and joyful. The K-5 public charter school utilizes personalized, student-centered learning, global education, and collaborative strategies to ensure its scholars are prepared to thrive in a diverse and global future.

Key elements of the Escuela Exitos model include:

- Two-Way Dual Language Immersion for Language and Literacy learning using a 90/10 model.
- Personalized Student-Centered Learning that is flexible and progress based with student ownership that provides significant opportunities for both voice and choice by students.
- Inclusive School Culture by creating a Caring Community that is Diverse, Equitable and Inclusive. Supports Students Needs and promotes Significant Community and Family Engagement.
- Prepared for the Future through 21st Century skill development and a Global Curriculum that provides tools and the understanding of world issues and gives students the confidence and skills to thrive and contribute to solving global problems and thrive in a global society.

#### **DUTIES/RESPONSIBILITIES**

- Create and maintain a welcoming front office that emphasizes organization, professionalism, flexibility, and teamwork
- Work closely with the school leadership team in support of all aspects of school operations
- Build internal and external relationships crucial to the success of the school
- Manage a variety of special projects (Open House, Picture Day, Newsletter, etc.)
- Perform administrative office duties
- Maintain all records, including schedule, attendance records, school, calendar, etc.
- Responsible for recording, tracking and following up with students and parents
- Provide and/or manage standard school operations -student entrance/exit procedures, safety and emergency procedures/guideline. etc.
- Maintain accurate data base of student information and student records
- Support special events for parents and community
- Support Health Office when needed

#### **QUALIFICATIONS/REQUIREMENTS**

- High School degree or equivalent required, though Post-secondary and Bachelors preferred
- Bilingual Spanish/English required, with strong oral and written communication in both languages
- Minimum of 3 years of experience working in a school or office
- Experienced with all technology, software office equipment
- Prior experience with school student information system preferred
- Demonstrate a strong sense of urgency by prioritizing and following through on commitments
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Ability to exercise good judgment in a variety of situations
- First Aid, CPR, and ability to deal with health office student situations

**Escuela Exitos offers competitive compensation and benefits package. Escuela Exitos is committed to diversity among our staff, and applicants of diverse backgrounds are strongly encouraged to apply.**