About Cascades Academy
Cascades Academy was founded in 2003 with a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 21st year, the school has grown to 250 students PreK-12 and is excited to more fully realize its founding pillars while also deepening its commitment to diversity, equity, and inclusion, social-emotional learning, and community partnerships to inspire lifelong learners.

Cascades Academy values employees who are committed to our mission, are prepared to engage fully in a learning community, and are excited to bring their authentic selves to work. Cascades Academy’s culture is highly collaborative and puts what is best for students at the center of the work. Regularly named one of the Best Nonprofits to Work for in Oregon, our faculty and staff see each other as teammates and feel motivated to do their best work here.

Cascades Academy strives to cultivate and maintain a supportive, inclusive community for all employees and actively promotes a commitment to diversity, equity, inclusion, and anti-racism. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job and are eager to consider applications from groups traditionally underrepresented in independent school communities.

Position Summary
The Office Coordinator oversees the smooth operation of the school’s front desk and performs general administrative duties in support of the admin team.

- Office Coordinator working hours are 7:30 am-4:00 pm with a half-hour lunch break. Front desk coverage during the lunch break is provided by another member of the administrative team.
- This position requires the ability to maintain confidentiality and discretion.
- Additional evening and weekend hours will at times be needed for events throughout the year.
- The Front Office Coordinator reports to the Executive Assistant to the Head of School.
Responsibilities

● **Family & Student Engagement**
  ○ Greet visitors and guests and ensure proper sign-in procedures
  ○ Be the warm and welcoming face/voice of the school
  ○ Engage families, students, and staff daily, troubleshooting incidents as needed and providing solutions and excellent customer service
  ○ Monitor various communication channels from a variety of sources (Parent Square, Skedda, SHC, GChat, school social media accounts, admin meetings) to maintain daily situational awareness
  ○ Communicate with staff and the community as daily activities in the school unfold
  ○ Assist the Volunteer Coordinator in facilitating the efforts of volunteer activities throughout the day
  ○ Evaluate situations (e.g. involving other staff, students, parents, the public, etc.) to take appropriate action and/or direct the appropriate personnel for resolutions

● **Student Management & Attendance**
  ○ Track all parent phone calls and emails regarding student attendance and enter them in SHC database
  ○ Ensure accurate recording of students' late arrivals and early departures and in SHC
  ○ Follow up promptly on any unexcused absences
  ○ Assists Registrar with student records, records requests, grade reports, and transcripts as directed
  ○ Coordinate & execute student picture day & make-up

● **Administrative Duties**
  ○ **Daily**
    ■ Opening/Closing of School
      ● Make coffee for employees and prepare faculty workroom/kitchen
      ● Open/close front desk window
      ● Check voicemail
      ● Maintain access to and security of student files
      ● End of day walk through of school: secure doors and windows
      ● Check for substitutes, prepare paper attendance, key and laptop; provide staff communication on daily substitutes on-campus
    ■ Check mail and distribute to appropriate mailbox
    ■ Send outgoing mail and packages as requested by members of the administration team
    ■ Answer phones, transfer calls, deliver messages
    ■ Maintain voicemail message for holidays, breaks, and school closures
    ■ Manage traffic flow and noise in the office to maintain a productive working environment
  ○ **Weekly/As needed**
    ■ Coordinate and execute weekly admin meeting; collect agenda inputs, update calendars, and take meeting notes
    ■ Assist with the execution of daily lunch services as requested by lunch coordinators
    ■ Update copier machine directory at the beginning of the school year and as needed
Update phone rosters and phone system at the beginning of the school year and as needed
Orient new staff to teacher workroom and resources
Maintain forms in faculty workroom and admin wing
Maintain an inventory of office supplies with budget guidance from the Business Office Coordinator
Maintain office equipment, tools and work areas in the faculty workroom (e.g. cleaning, load supplies, clear paper jams, etc.) ensuring a safe working environment and the availability of needed items.
Manage the school vehicle check-out materials, including binders, clipboards, and park passes and submit vehicle inspection reports to the state in partnership with the facilities team.
Call in service and supply requests for copiers and kitchen appliances; Communicate any repair work and estimated down time to staff
Stock general staff kitchen supplies

- **Semi-Annually**
  - Maintain the address books of the printers and copiers to ensure they're up to date for all users.

- **Health and Wellness**
  - Point of contact for student and staff first aid needs
  - Administer students' prescription medication
  - Stock and order wellness room supplies under the guidance of the Health Coordinator
  - Keep up to date on emergency policies and staff roles

- **Other Administrative Team Responsibilities**
  - Assist with mailing school correspondence
  - Calculate, order, and maintain the mail meter
  - Post open employment opportunities on the school website and relevant job boards
  - Print all receipts and acknowledgment letters for gifts and auction donations.
  - Support all school events such as Admissions Nights, Ed Series, Back to School Night, and Spring Fundraising Event. This may include entering data for registrants, procurement items, sign-in/out sheets, nametags, mailings, etc.
  - Create electronic display boards for various announcements and occasions and slides for entry screen
  - Order meals for meetings and professional development days
  - Assist risk management coordinator with keeping emergency supply bags stocked and up to date (current class rosters)
  - Other duties as assigned

**Physical Requirements**
- Requires mobility to traverse campus to accompany and assure the safety of children. This may include moving between buildings multiple times throughout the workday and bending, squatting, stooping, and kneeling.
- Ability to occasionally lift up to 30 pounds.
- Must be able to consistently and clearly communicate with children, colleagues, and families.
**Position Details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Office Coordinator</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Executive Assistant to the Head of School</td>
</tr>
<tr>
<td>Start Date</td>
<td>July 1, 2024</td>
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<tr>
<td>Schedule</td>
<td>Full-Time</td>
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<tr>
<td>Compensation</td>
<td>Dependent on experience.</td>
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</tbody>
</table>

**Benefits**

- Medical and vision insurance for the employee
- Dental insurance coverage; school covers 75% of cost (starts 1 Aug 2024)
- 403b retirement plan with 4% employer match
- Optional pre-tax flexible spending health account
- Approx. seven weeks of paid vacation time (includes five weeks of scheduled school breaks during the year, two flexible weeks during the summer, plus federal holidays
- 10 paid sick days and two personal days per year
- Professional development opportunities
- Free salad bar
- Free after-school care for faculty/staff children who are current students
- Faculty and staff social opportunities

**Application Instructions**

To apply, please complete the application on our [website](#), including your resume, cover letter, and at least two letters of recommendation. No phone calls, please.

_It is the policy of Cascades Academy to provide equal employment opportunity, regardless of race, color, sex, age, national origin, religion, physical or mental impairment, sexual orientation, veteran’s status or any other status protected by applicable law. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes, abilities and training; advancement is and shall be based on the individual’s achievement, performance, ability, attitude and potential for promotion._