



Feaster Charter School
670 Flower St. · Chula Vista, California 91910 · (619) 422-8397
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Rosario Villareal, Executive Director
Angelica Sleiman, STEM Academy Principal
Jimmy Gordillo, VAPA Academy Principal
Meagan Ramirez, STEAM Academy Associate Principal/Dean of Students



CHARTER OFFICE MANAGER

JOB SUMMARY:

Under the direction of the Executive Director, performs highly responsible and complex administrative duties; exercises independent judgment to assist Feaster's administrative team in administrative details requiring considerable knowledge in the use and interpretation of Feaster Charter school policies and procedures. Performs a wide variety of complex clerical duties, sometimes of a confidential nature and performs related work as required involving cross-training.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and evaluates situations pertaining to the efficient operations of the office to take appropriate action or direct to appropriate personnel for resolution.
- Trains and provides work direction to assigned staff and maintains a team-oriented atmosphere.
- Provides administrative support to the Feaster Administrative team.
- Receives initial contacts by telephone or in person from parents, teachers, students and community members; screens and evaluates what is requested, and either provides answers, refers to appropriate staff members, or makes appointments with one of Feaster's administrative members.
- Assists in public and community relations.
- Assists the Feaster's Administrative team with administrative matters; interviews callers, exercising considerable judgment and applying experience in decision making; provides information in accordance with established procedures and policies; and refers problems requiring technical answers to appropriate administrator.
- Works collaboratively with Human Resource Technicians to ensure positions are posted with appropriate subject matter credential and authorizations. Post open positions on EdJoin. Set up interviews for both Certificated and Classified applicants. Prepare Short at Will applicant packets.
- Schedules interviews, prepares HR paperwork and coordinates with CVESD Human Resources department to process and expedite personnel paperwork.
- Monitors preliminary credential requirements for certificated staff on emergency credentials.
- Provides overlap support as needed during peak times in the front office.
- Reviews timecards at the end of the month for all overtime and short term at-will employees, prior to payroll submission.
- Assists with scheduling substitutes for teacher coverage.
- Maintains school events calendar.
- Composes and distributes communication to the staff, students and community.
- Process online student school registrations, Zone Transfers and Inter district Zone Transfers.
- Process online and in person Verifications of address for returning students.
- Reports employee's accidents

Charter Office Manager

- Assists other school staff members in various tasks (i.e., proofreading school publications, providing office support, etc.)
- Works at a technical level with all CVESD departments (e.g., Facilities, Human Resources, and Payroll).
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of correct English usage, spelling, grammar, punctuation, and composition; knowledge of current office practices, procedure, and equipment; personal computer applications (Microsoft Windows, Microsoft Word, PowerPoint, Outlook, Excel, and other regularly used computer software programs); knowledge of Feaster Charter policies, school district policies, practices, and rules; and knowledge of filing, record keeping procedures, organizational and collection data.
- Ability to type at a minimum speed of 55 words per minute; ability to perform a variety of complex administrative assistant work involving use of independent judgment and requiring accuracy and speed; ability to prioritize tasks; ability to compose correspondence and reports; ability to analyze problems and prepare clear, concise reports and recommendations; ability to speak and write effectively; and to understand and carry out oral and written directions.
- Ability to meet the public in situations requiring tact, diplomacy, and discretion; and ability to maintain cooperative relationships with those contacted in the course of work.
- Five years of full-time secretarial experience, at least one of which has been as secretary in administration in a school district or private organization.
- Current CPR and First Aid cards required.
- Graduation from high school or equivalent.

Classified Salary Schedule: Range 45

BOARD APPROVED: 08/24/22