



FEASTER CHARTER SCHOOL

670 Flower St, Chula Vista, CA, 91910

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Rosario Villareal, Executive Director

Jimmy Gordillo, VAPA Principal

Meagan Ramirez, Associate Principal

Angelica Sleiman, Ph. D STEM Principal

## **Rationale for additional secretary position:**

Dear Board Members,

Over the last 10 years, we have added several parent choice programs, such as our dual immersion program and our middle school. We have grown our Mindlabs department from 3 specialties offered to students (art, music, and physical education) to 7 different specialties (art, music, physical education, dance, science, engineering, and technology). With the addition of each program, the need for office support has also increased so that as a school we can continue to meet the needs of our students, teachers, and parents/guardians.

Currently, we have two different offices, the front office and the principal's office. The goal with this new position is to increase our office staff to support our students, teachers, and parents/guardians better by

- offering more translation services for school meetings / events
- by systematically tracking students' academics, behavior, and social skills through the SST process
- tracking interest forms/admission into our parent choice programs
- taking over scheduling of events, meetings, and schoolwide calendars
- communicating with parents on behalf of the principals
- scheduling interviews for open positions and onboarding candidates
- and other duties as assigned

Our front office staff has done a phenomenal job of supporting for years, but it has become difficult to meet the needs of each of our staff, student, and parents when we do not have enough office personnel. This position would allow our school to continue to effectively offer our programs and be there to support our staff, students, and families.

Thank you for your consideration.



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