



Job Description School Operations Associate

CASA Academy provides low income students with the early academic foundation and character skills necessary to graduate from college and succeed in life. At CASA we are not just a school, but a movement to raise the bar for education in Phoenix.

Overview: The School Operations Associate (SOA) partners with the Director of Students and Operations and CEO to execute all matters of school operations that do not directly relate to instruction including student information and compliance, student recruitment, transportation, and behavior. Additionally, the SOA acts as a substitute teacher on CASA's campus.

Reports To: Director of Students and Operations (DSO)

Responsibilities:

- Manage day-to-day operations on CASA's campus (scheduling, Time Off Requests, technology and facility needs, and janitorial, fire and professionalism oversight)
- Execute a strategy in partnership with the DSO to meet student recruitment targets
- Manage school transportation
- Manage the behavior referral process on CASA's campus
- Manage the National School Lunch Program
- Oversee and execute AZELLA test administration
- Facilitate parent committee meetings
- Serve lunch and recess duty
- Oversee the afterschool program 1-3 days per week
- Assist with breakfast and lunch set-up and clean-up
- Conduct scholar uniform checks
- Serve as a substitute teacher and cover the office as needed
- Assist with translation, both oral and written
- Other duties as assigned

Qualifications:

- Minimum of a high school diploma or GED; Maximum of a bachelor's degree
- Fingerprint Clearance Card
- Spanish proficiency required

Compensation: CASA Academy offers a competitive salary and comprehensive health benefits.

How to Apply: To apply for this position, please submit your resume to Tacey Clayton Cundy, CEO, via email at tacey.clayton@casacademy.org.