



Job Description Office Assistant

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 Office Assistant (OA) has the critical role of advancing CASA Academy's mission through effectively managing all daily office operations such as running administrative tasks, managing phone calls, filing, and maintaining records. The OA is the face of the organization and therefore must possess a friendly disposition, have strong communication and organizational skills, and be fluent in Spanish. Additional qualifications and responsibilities are listed below.

Reports To: Director of Students and Operations (DSO)

Responsibilities:

- Positively greet all campus visitors and answer general phone lines in a professional manner
- Manage the student information system, maintaining accurate attendance records and following up with families when students are absent or tardy
- Maintain accurate, complete, and organized files for every student
- Process enrollment and withdrawal forms with attention to detail
- Ensure strict confidentiality of all student and staff records
- Draft and edit documents as requested by the administrative team
- Make necessary copies
- Track inventory and coordinate administrative needs
- Prepare and mail tax receipts and donation packages
- Manage immunization reporting
- Understand and ensure commitment to all school policies, procedures, and operations
- Assist with translation, both oral and written
- Execute a strategy in partnership with the DSO to meet student recruitment targets
- Serve lunch duty
- Cover the after-school program 1-3 days a week
- Conduct school-related trips including shopping trips, donation pick-ups, and post office drop-offs
- Clean up student accidents
- Conduct lice checks
- Other duties as assigned

Qualifications:

- High school diploma
- Spanish fluency required
- Strong organizational skills with fine attention to detail
- Ability to multitask and work with efficiency
- Strong intrapersonal, written, and communication skills
- Familiarity with office equipment and Microsoft Office
- Fingerprint Clearance Card (can be obtained after offer is made)

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