



ORGANIZATION SUMMARY

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit www.lapromisefund.org. To learn more about Russell Westbrook Why Not? High School visit www.russellwestbrookwhynoths.org.

POSITION SUMMARY

Russell Westbrook Why Not? High School is seeking an Office Coordinator who will report to the SBOM and be responsible for assisting with all operational school activities and overseeing the school office while interfacing with students, teachers, parents and administrators.

RESPONSIBILITIES AND DUTIES

- Assist with the overall management of the school office
- Oversee substitute teacher ordering and tracking
- Track inventory, such as uniforms, textbooks, technology equipment, etc.
- Ensure compliance with attendance taking procedures
- Reviews and verifies all attendance information; clears and posts absences
- Notifies parents and/or guardians of student absences for the purpose of maintaining accurate attendance reports.
- Maintain positive communication between parents and school
- Assist in the tardy admit process
- Assist in attendance intervention and SART process
- Support PBIS incentives and Kickboard
- Support oversight of cumulative records (Files, requesting and sending)
- Liaise with bus company for regular and field trip transportation
- Support the student enrollment process and data collection

- Support in Finance compliance
- Ensure document retention of required sign-in sheets, agendas, etc. for federal revenue compliance
- Assist with preparation of school events, such as back to school night, parent conferences, etc.
- Provide first aid to students when necessary
- Provide supervision and support during student meal breaks
- Assist principal and SBOM with other duties or special projects as needed

QUALIFICATIONS

- Commitment to LA Promise Fund mission and vision
- Strong ability to lead, manage and develop staff
- Extremely organized and able to prioritize tasks/projects for self and team members
- Excellent interpersonal and communication skills (written and oral)
- Proficient in MS Word, PowerPoint and Outlook; comfortable learning new computer programs
- Ability to multi-task and perform well under pressure
- Ability to work effectively and collaboratively in a “start-up” environment
- Ability to complete tasks and projects effectively and on-time
- Ability to exercise discretion in the dissemination of information
- High level of personal responsibility and drive toward ambitious goals
- Ability to maintain a positive “can-do” attitude at all times
- Commitment to customer service
- Bachelor's degree preferred
- Spanish-speaking preferred
- Minimum of 2 years' experience in an office administrative capacity; prior experience managing staff preferred
- Experience working in a school setting or non-profit preferred
- Candidates must be CPR and First-Aid certified or willing to be certified during first month of employment

COMPENSATION

Salary range: \$17-22/hr, 40 hours/week

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.