



Title:	Office Assistant	FLSA Classification:	Part-time
Reports to:	Office Manager	Salary Range:	Hourly (\$12-\$14)
Created Date:	6/6/2017	Duration:	12 months
Updated Date:	10/02/2022		

Étoile Academy Charter School, a new independent 5th-8th grade charter school in Houston, is seeking an ambitious, smart, and high capacity individual to join our team as a founding staff member. Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Office Assistant

The Office Assistant plays a central role in establishing a warm and welcoming atmosphere for families and visitors from the beginning of our school. They will ensure an orderly, responsive, and open school. In addition to supporting the school’s administrative systems and routines, the Office Assistant functions as the main point of contact for all external parties arriving at the school’s main reception area. In this role, they must be able to communicate effectively with students, teachers, families, trustees, donors, and visitors.

The Office Assistant will have the following key responsibilities.

- Communicating effectively with students, families, and colleagues;
- Responding to family concerns promptly and effectively;
- Assisting school leaders and teachers in communicating effectively with Spanish speaking families;
- Working with the Office Manager to ensure an orderly, responsive, friendly and open school;
- Adhering to the policies, standards and school wide responsibilities described in the Faculty and Staff Handbook and the COVID Handbook
- Supporting the Office Manager with managing phones (answer calls, re-direct calls, take messages, place calls, create school announcements, etc.);
- Supporting the Office Manager with managing mail (distribute received mail, prepare school mailings, make mail drops, etc.);
- Supporting the Office Manager with managing the collection and maintenance of student, personnel, and school information (receive forms and paperwork, track missing forms, manage databases, update contact information, keep records current, etc.);
- Supporting the Office Manager with managing school wide daily systems (manage student attendance, support with Deanslist)
- Greeting and documenting all visitors (sign in visitors, ensure that students only leave with authorized parents/guardians, monitor and control access to the school, etc.);



- Supporting the Office Manager with coordinating school communications with service providers
- Supporting the Office Manager with managing school maintenance and supply systems;
- Helping administer and manage National School Breakfast program, National School Lunch Program, and snacks;
- Processing student applications;
- Completing all necessary school wide duties for the successful and orderly functioning of the school (e.g., hallway supervision, arrival/departure transitions, participation in field trips, etc.) and other such duties as the school leaders may from time to time request;
- Providing consistent rewards and/or consequences for student behavior to ensure that students observe the School's core values, high expectations, and strict code of conduct;
- Performing other related duties as requested and assigned.

Qualifications

- Fluency in English and Spanish required
- Excellent communication and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with a diverse staff
- Alignment with school's mission to ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.
- Demonstrated application of Étoile Academy's core values: Respect, Excellence, Ambition, Community, and Hard work.

Apply Now

To join our team, please click [here](#) to apply.

Étoile Academy is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply.