



Job Description

Position Title: Office Support Specialist	FTE/PTE: 1.0	Ave Pay Rate: \$15/hr
Reports To: HR Manager	HRS: 7:30am - 4:00pm or 7:45am-4:15pm	
Primary Function: Provide operational support for school programs, projects, activities and functions		

Requirements

1. Educational Level: High school diploma or equivalent
2. Certification/License Required: None
3. Experience: Prior school office/operations experience is a plus, project management experience preferred
4: Physical Activities: Sit, stand, walk, talk, lift up to 35 lbs, reach, bend, daily set-up of carpool, moving tables/boxes, mopping/cleaning, some shoveling as needed
5: Knowledge, Skills & Abilities: Strong computer skills (Google Suite required), exceptional communication skills (written/verbal), flexible, adept problem solver, detail oriented, collaborative

Essential Duties

1. "Operations" program/project support as needed. Includes: NJHS, 8th grade HS night/graduation, kindergarten orientation/graduation, theater programs/bulletins, conferences, DOT, Opt Out, testing prep/snacks, Keystone Science Camp, official SRP drill log, marquee, school signage, etc.
2. Primary back-up for front desk/receptionist.
3. Facilitate/Coordinate PCK carpool process including daily set-up/supervision, open house registration, staff scheduling, traffic management plan (Douglas County), liaison for "Way to Go" program and RTD Green/Flex Ride Bus.
4. Back-up Health Assistant and Recess/Lunch support as needed.
5. Facilitate our parent volunteer, visitor and safety programs (Raptor, Sign-up Genius, Safety Dad and general communications).
6. Coordinate centralized Operations activities: facility rentals, school calendar maintenance, PCK Event forms, field trip/after school activity registrations, MySchool Bucks, marquee.
8. Assist teachers with copies and copy room projects
9. Other duties as assigned

It is the policy of the Parker Core Knowledge (PCK) to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, marital status, or disability. Furthermore, it is PCK's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination.