



## **OPERATIONS ASSISTANT**

### **BOSTON, MASSACHUSETTS**

**THE SCHOOL-** Bridge Boston Charter School is a comprehensive, full-service public school that opened in the fall of 2011 with 72 children in K1 and K2. Next year, the school will hold grades K1-6 with 312 students. We are chartered to expand by a grade each year until we serve 335 students in grades K1-8. Bridge Boston Charter School's mission is to help our students thrive in a challenging, joyful, inclusive public school community that values close partnerships with families and a focus on the whole child. Through full-service programming, Bridge Boston Charter School works to remove the health and social obstacles that hinder student learning. This year we are serving students who are 39% ELL, 21% SPED, and 20% who have been or are currently homeless. To serve our students and fulfill our mission, the school is chartered to run an extended year and extended day program.

**THE POSITION-** We are seeking a talented, committed, and compassionate individual to join an exceptional team building a growing school. The ideal candidate enjoys the challenge of a fast-paced environment and bringing order and good humor to many moving parts. A positive, flexible, and adaptive work style, strong communication and problem-solving skills are critical. This is a 12-month full-time position that is available starting June 2017 for training, Monday through Friday with some weekend, evening and early morning work required.

#### *Qualifications*

- Bachelor's degree preferred
- Experience working with elementary or middle school students from underserved backgrounds
- Effective communication skills with different audiences, from students to parents/guardians and staff
- Adaptive, flexible, and resourceful problem solver
- Value of diversity and demonstration of cultural competence and sensitivity
- Detail-oriented and organized; can build and maintain systems for efficiency and ease
- Adept at multi-tasking
- Strong team player
- Excellent interpersonal skills
- Customer-service orientation
- Life-long learner; willingness to make and learn from mistakes
- Sense of humor
- Comfortable learning and using technology, data entry
- Bilingual Spanish, Haitian-Creole or Cape Verdean Creole highly desirable

#### *Responsibilities*

- General administrative support: assist as needed at reception from receiving visitors to student arrival and dismissal procedures; includes phone, fax, mail, and online inquiries processing
- Student support: assist with facilitating activities and supervision of students during times of day including breakfast/arrival, lunch, recess, after school, dismissal
- Data entry: regular entry of attendance data; periodic entry of required enrollment forms from families, data for state reporting, student assessment data; organize and manage hard copies into appropriate files; assist with student lottery and enrollment processes
- Supplies and facilities: assist with ordering and maintaining general supplies, proactive monitoring of inventory and keeping to budget; maintain organized communal storage, work spaces, and facilities

- Food: primary responsibility for implementation of food program including meal preparation, snack and lunch distribution; post daily and weekly menus; managing inventory and ordering; assisting with reimbursement and data reports
- Transportation: Assist Operations team with maintaining up to date bus route and roster information in clear and organized systems, electronic and hard copy; maintain accurate daily change list and enforce safety rules and procedures. Serve as second point of contact with bus company and families
- IT: Serve as second point of contact for outside provider; provide day to day maintenance and first responder to issues with printers, copiers, laptops, desktops, iPads, phones, faxes
- Events and special activities: Support planning and implementation of all-school events including concerts, parent-teacher conferences, family-admin dinners, orientations, fundraising events, and field day, etc

Interested applicants should email a cover letter and resume to Sila Rosario; please title subject heading as: *Operations Assistant* and send to [hr@bridgebostoncs.org](mailto:hr@bridgebostoncs.org).

To learn more about Bridge Boston Charter School, view our website at: [www.bridgebostoncs.org](http://www.bridgebostoncs.org)

*Bridge Boston Charter School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning Bridge Boston's compliance with Title IX and other civil rights laws may be directed to the Executive Director, 2 McLellan Street, Dorchester, MA 02121, phone: 857-229-1601.*