

Shade Canyon School Office Manager



Who We Are:

Shade Canyon School is a brand-new public charter school based on the principles of Public Waldorf education and located in beautiful Kelseyville, California. The school will open in September 2023 on a leased site, currently under development, with grades TK-2, adding one grade per year up to Grade 8. Nestled at the base of Mt. Konocti along the scenic shores of California's largest freshwater lake, Kelseyville is full of small-town charm, rich agricultural heritage, wide open natural spaces, and diverse families who are excited to fill our classrooms at the second classroom-based charter in all of Lake County.

Shade Canyon's vision is: "We believe that by honoring simplicity, we nurture the spark of the individual and nourish a thriving community." Our mission is to "cultivate inspired learners." You can learn more about our school at ShadeCanyon.org.

Summary of Position:

Shade Canyon School is seeking an Office Manager to join our faculty and staff for our opening school year 2023-2024. Shade Canyon's Office Manager will work closely with the school's Administrator to shape Shade Canyon's school culture in its founding year. As the hub of school operations, the Office Manager will keep the school running with strong organizational skills, warm interpersonal skills, and an unwavering dedication to the mission of the school.

Essential Duties and Responsibilities:

- Perform clerical and administrative procedures for daily school operations
- Prepare and maintain a variety of student, personnel, and school records
- Assist the Administrator, as directed
- Provide office support for teachers related to implementing their duties
- Be committed to Diversity, Equity, and Inclusion
- Perform other relevant duties as assigned

Education and Experience:

- Bachelor's degree or 3+ years in operations, facility management, human resources, information technology, relevant start-up, or accounting
- Demonstrated proficiency with letter and report writing, accurate mathematical calculations, word processing, record keeping and data collection systems
- Understanding of Waldorf education or desire and willingness to learn
- Experience in a school office is highly desired
- Fluency in Spanish is highly desired

ADA Requirement:

Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance for a distance of up to 25 feet.

Other Requirements:

- Fingerprint Check and Criminal Records Clearance
- Clear TB test
- Reference Check
- CPR and FirstAid Certificate

Reports Directly to: School Administrator

Compensation and Benefits:

Shade Canyon's benefits package includes a \$25.00/hour wage, paid sick leave and holidays, health benefits for full-time employees, and the opportunity to participate in a 403(b) plan for employees working over 20 hours weekly. Students of employees receive admission preference. Number of workdays: 210-239 the first year.

To Apply, Submit the Following:

- A minimum of two letters of recommendation written within the last 12 months which support your application for the vacant position

- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process
- Application materials should be submitted along with the EdJoin application at <http://www.edjoin.org/Home/Jobs?countyID=0&districtID=9560&catID=3>

Selection Process

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Shade Canyon School is an Equal Opportunity Employer. It is the policy of the Shade Canyon School that no applicant, client and/or employee of the school shall, on the basis of race, color, religion/creed, ethnic/ national origin, political affiliation, sex (including pregnancy, gender identity, and sexual orientation), disability, veteran status, marital status, genetic information, or age (40 or older) be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program or activity which SCS operates. This policy applies to every aspect of employment, advancement, transfer, demotion, lay-off, termination, rate of pay and selection for training.