

STEM School Highlands Ranch Opening

Position: Elementary Front Office Assistant

Start Date: July, 2024

Salary Range: \$20.73 - \$28.13

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. We are a K-12 free Charter School in the Douglas County School District located in Highlands Ranch, Colo. Don't just read about our school; [See what we do every day!](#)

STEM School, Highlands Ranch is committed to providing equal opportunities to all people regardless of race, color, national origin, age, sex, genetic information, religion, pregnancy, disability, sexual orientation, veteran status or any other status protected by applicable law. We strive to maintain a work environment that is free from unlawful harassment and discrimination.

We believe:

1. Creating an environment of respect and success in an exponentially changing world.
2. Nurturing unlimited human potential.
3. Leveraging the power of collaboration through continuous inquiry and experimentation.
4. Optimizing resources and operations.
5. Impacting the world ethically and positively.
6. Relentlessly reinvent and adapt.

What we expect:

At STEM School Highlands Ranch, we expect all community members to be agile learners who contribute to and engage with thoughtful curriculum that fosters unlimited student engagement.

What you can expect:

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited student potential.

Benefits: STEM School Highlands Ranch offers employer-paid health, dental, vision (available on the 1st of the following month), short-term, long-term disability, life, and ADD (available six months from hire date) insurance. Retirement benefits include PERA pension (substitute for social security) and 401K employee-only contribution managed through Colorado's PERA program. Other Benefits include FSA (medical and dependent care), Sick Time, PTO (based on years of service).

Directions:

To apply for this position, please [click here to complete the STEM School Highlands Ranch Employment Form](#). Please follow all instructions in the form in order to complete the process correctly. IMPORTANT: Please make sure to rename your files per the examples given in that section of the form. If you have questions about the form, please email careers@stemk12.org.

Position Description:

As the office assistant you will positively represent the school and its mission to the students, staff, and community. You work collaboratively with the health assistant and receptionist to ensure the needs of our stakeholders are met.

Position Requirements:

- Politely greets all incoming students, families, and guests.
- Answers phone calls in a pleasant and informed manner.
- Ability to work cooperatively with all school staff and administration.
- Serves as a liaison between staff, administration, and parents.
- Receives and distributes incoming materials and resources
- Assists with the processing of various purchase orders, supplies, and material inventories.
- Works with administration on tracking student attendance and truancy
- Assists building directors with scheduling appointments
- Provides clerical support to building directors
- Assist with Health Assistant Needs that includes:
 - Provides for the care of acute health care needs, including emergencies.
 - Provides first aid for students per district guidelines, including caring for head injuries, fractures, and lacerations.
 - Notify school nurse of reportable communicable diseases.
- Assist with state-mandated testing
- Other duties as assigned

Qualifications Required/Recommended:

- Ability to maintain the highest level of confidentiality and professional conduct.
- Proficient with Google Suite.
- Ability to learn new systems quickly and efficiently.
- Communicate effectively, orally and in writing.

Essential Physical Requirements:

- Occasional lifting, five (5) to fifty (50) pounds
- Ability to stand/walk for ninety (90) minutes
- Ability to run short distances
- Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, reaching, and sitting

Schedule:

- After school
- Day shift
- Monday to Friday

Work Location: In person

This position will be open until filled, but will not be open past: August 30, 2024