

Morris Jeff Community School is seeking a full time Bilingual School Secretary. This position will work at our Middle School campus. To apply, please send a cover letter and resume to work@morrisjeffschool.org. Please include “MS Secretary Applicant” in the email subject.

Organizational Background:

Morris Jeff Community School’s mission is to offer an education that is a source of freedom and possibility for children, permitting them to develop their talents fully, become contributing global citizens, and attain the foundation they need to excel at high schools, college and beyond. Our school opened in August, 2010 with grades PK-4 through 2nd. Today we have grown to three campuses serving over 1400 students in grades Pk4-12th. We are the only public elementary school in Louisiana to be a fully authorized school of the International Baccalaureate Organization, offering the Primary Years Programme, the Middle Years Programme and Diploma Years Programme of IBO. Our three campuses are located in the Mid City, Bayou St. John, & Treme neighborhoods.

Qualifications:

- Bilingual (Spanish and English)-**Required for written and verbal communication.**
- Welcoming Spirit
- Proficiency in Microsoft Office and Google Apps/G
- Commitment to Morris Jeff Community School mission
- Previous experience as an office manager or administrative assistant
- Well developed organizational skills
- Effective verbal and written communication skills
- Patience in the midst of a sometimes frenzied office environment

Preferred:

- Previous experience working in a school office or school setting
- Experience with Powerschool student information system

Responsibilities:

- Greet students, staff, families and visitors in a welcoming manner when they enter the office
- Exhibit patience, respect, and tolerance for all questions
- Perform and oversee all secretarial routines and practices associated with an efficient, productive, and well managed office
- Maintain organized and up-to-date filing system and process records and incoming correspondence as required
- Coordinate school mailings
- Assist in student registration process
- Address needs of parents, students, and visitors who enter or call the office for information.
- Enter and update student information into various databases including demographics, tardies, and attendance
- Coordinate sending and receiving student records requests
- Provide interpreter (Spanish) services in meetings when necessary
- Maintain an up to date knowledge of school events, policies, and procedures in order to adequately assist parents, families, and students
- Serve as a backup for school nurse when absent for student medication administration
- Any other duties assigned by School Principal

Additional Information:

- Morris Jeff Community School currently operates three sites. This position will be housed at our Middle campus at 2733 Esplanade. On rare occasions the needs may necessitate working at one of our other campuses.
- This position works as a part of the School Operations Team which performs and manages all non-instructional functions of the school. The position reports directly to the School Principal of their campus, but may receive support/instructions from teams managed by ED of Finance & Operations.
- As a part of our Employee Benefits package, Morris Jeff participates in the Teacher's Retirement System of Louisiana (TRSL).
- This position is a 12 month employee and is expected to be present during the summer along with other administrative positions. In addition to predetermined school holidays, this position is eligible for up to 14 days of paid time off.
- Currently the working hours for this position are 7:30-3:45 M, T, Th, F and 7:30-5:00 on Wednesday during the school year. 9:00-3:00 M, T, W, Th during the summer Start and end times for the school year may fluctuate slightly from year to year.
- During the school year there are additional evening events from time to time that the Secretary will be expected to be present for. Ex. Back to School Night, Report Card Conference Nights, Open House, etc. These dates are set in advance.