

Operations Assistant

Citizens of the World Charter Schools – Kansas City

SUMMARY

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

The Operations Assistant will provide key, on-site support to the Director of Operations.

This is a full-time position located in Kansas City, MO. For more information on Citizens of the World Charter Schools – Kansas City, please visit www.cwckansascity.org.

RESPONSIBILITIES

The Operations Assistant is responsible for assisting the Director of Operations with all non-academic areas of the school(s).

Specific responsibilities will include:

Regional Office Assistance

Gives administrative support (answering phones, clerical, scheduling, project work) to the Regional Office Team: Executive Director, Director of Operations, & Director of Community Engagement.

School Operations – Primary Campus

National School Lunch Program

Has primary oversight and responsibility of the National School Lunch Program (including breakfast);

- Ensure all aspects of the food service program are in compliance with the NSLP and state standards.
- Serve as the primary point-of-contact with the school's food vendor as well as the state regulatory agency.
- Coordinate menu planning (including parent involvement and feedback) and the development of the school's "Local Wellness Plan" and "Food Safety Plan."
- Oversee the daily tracking, reporting, and billing systems of the food service program.
- Support the School Office Manager with the maintenance and communication of the "Free & Reduced Lunch" program, as needed.
- Oversee the daily scanning of lunch meals.

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Operations Support

Provide on-site direct assistance to the Director of Operations, particularly in the following areas:

- Monitor the stock level of classroom supplies
- Maintain and update the master equipment/technology/materials inventory list.
- Provide maintenance (including spot painting) and light custodial support, as needed.
- Assist in the enrollment/re-enrollment process, including making follow-up calls to parents, being available for on-site assistance, and collecting registration materials.

Student Information System

- Oversee the data integrity of our Student Information System. Ensure accuracy of information/classifications and seek out missing information.
- Ensure all data tracking on student information (demographics, lunch reporting, attendance) through daily monitoring and follow-up.

Accounts Receivable

- Responsible for the tracking and distribution of our monthly accounts receivable from families (primarily meals and after-school care/clubs).
- Take part in our financial processes, in compliance with our policies, to make regular cash/check bank deposits and record them appropriately.
- Recording and tracking all incoming credit card payments.

Other

- Actively participating in regular professional development activities, both internal and external.
- Maintaining frequent, sensitive, and effective communication with students, students' families, colleagues, and other school stakeholders.
- Performing other reasonable and necessary duties as assigned.

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QUALIFICATIONS & TRAITS

The ideal Assistant will:

- Have an Associate's Degree (Bachelor's preferred)
- Be passionate about CWC Kansas City's mission and impact on our students and community.
- Demonstrate strong Excel and database management skills.
- Be comfortable managing projects at a desk, interacting with students at lunch, and rolling up sleeves to do touch-up painting – all in a day's work.
- Have extreme attention to detail and a high-level of organization, efficiency, and follow-through.
- Experience working with diverse populations
- Excellent communication/interpersonal skills as well as a desire to collaborate with various stakeholders to help develop a strong school community
- Possess maturity, humility, strong work ethic, sense of humor, and a can-do attitude
- Fluency in Spanish is preferred.

COMPENSATION & BENEFITS

CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

CONTACT

Please apply online through the TalentEd Application Portal on our website at www.cwckansascity.org/employment. No phone calls, please.

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ABOUT CITIZENS OF THE WORLD CHARTER SCHOOLS

Our purpose at Citizens of the World Charter Schools is to realize human potential by strengthening the bonds among us and developing true citizens of the world. In this work, we are guided by our core values of Excellence, Authenticity, Diversity, Community, and Change and our operating norms, which reflect a commitment to personal and professional growth, including operating as learners, and with curiosity, integrity, and humility.

The mission of Citizens of the World Charter Schools is to impact and expand the conversation about what an excellent education contains, requires, and accomplishes. Citizens of the World schools challenge students to realize their full potential and thrive in a diverse society.

We are public schools open to all, committed to serving diverse communities throughout the U.S. with schools currently in Los Angeles and Kansas City. We develop sophisticated thinkers who master content and have a courageous and compassionate sense of responsibility for themselves and all people. Our schools are in strong demand: in 2015, we had ten times more student interest than space available. Our classrooms are challenging and joyful learning environments that engage children through projects tailored to their personal experiences, strengths, and needs.

Our teachers take the time to get to know each child as an individual. We empower children to think critically and learn to engage respectfully and productively with fellow students by developing their capacity to enter into and understand the lives of others. Our goal is for student “success” to include mastery of both content and emotions, so that students can meaningfully connect with each other, be part of any community, and courageously decide who they are in the world and how they want the world to be.

In this work, we:

- Prepare students to become citizens of the world in an ever-changing future.
- Promote academic rigor and experiential learning to support and develop children's natural intellectual curiosity.
- Embrace a constructivist, project-based learning approach to teaching and learning.
- Develop each child's potential to live as a learner, both in school and out.
- Reflect, welcome, and celebrate the community's diversity.
- Strengthen the bonds among members of the school community and beyond.