



ADMINISTRATIVE ASSISTANT (WITH HEALTH-TECHNICIAN RESPONSIBILITIES)

Seeking an administrative assistant who is also primarily responsible for student care as the school's health technician beginning immediately at Liberty Common High School, a Poudre School District charter school dedicated to Core Knowledge principles and classically-oriented, college-preparatory instruction. The school currently enrolls over 530 students in grades 7 through 12.

Liberty Common High School offers a unique educational program focusing on the liberal arts with enhanced offerings in engineering. The school provides excellence and fairness in education by teaching 1) a contextual body of organized knowledge, 2) the skills of learning, and 3) the values of a democratic society. This is done through parental choice, partnership with teachers, and student acceptance of responsibility for his/her academic effort.

Regular Duties:

- Provides quality customer service in the school's front office, professionally greeting visitors and efficiently answering telephones.
- Order supplies for the health office, front office, and teacher work rooms.
- Provides clerical and administrative support to all Liberty staff including, but not limited to sending faxes, making copies, and sorting the mail.
- Manage school copiers.
- Assists in coordinating school-wide events, assemblies and gatherings.
- Other common school-office and clerical duties as required.
- Assist school nurse and other personnel.
- Console and encourage students in crisis/stress situations.
- Coordinate student health needs between teachers, nurse and parents.
- Completes monthly AED inspection reports.
- Administer medications adhering to district and state procedures.
- Attend quarterly health meetings, part of professional development.
- Communicate effectively with parents and staff about health concerns.
- Fieldtrip preparations.
- Perform delegated medical procedures as needed.
- Provide data entry and filing as necessary.
- Maintain health office records including HCAP records, immunization records, medication records, vision and hearing records and cumulative health records.
- Provide first aid to students and staff.
- Oversee the school's lunch program and coordinate with volunteers to clean the lunchroom on a daily basis.
- Assist with special events and special projects including, but not limited to teacher-appreciation events, Eagle Games, faculty/staff breakfasts and luncheons, etc.

Minimum Requirements:

- Desire and willingness to learn about Liberty's history and philosophy and to uphold and promote the mission and values of the school.
- Experience in office or school settings.
- Demonstrated ability and willingness to represent the school in a professional and courteous manner to parents, students, and visitors.
- Demonstrated ability to work effectively in a dynamic, customer-driven environment.
- Demonstrated computer literacy including word processing and spreadsheets.
- Demonstrated skill in prioritizing and successfully completing multiple tasks and projects.
- Excellent communication skills, initiative, and attention to detail.
- Ability and willingness to be part of a hard-working, active team.
- Certified in First Aid and CPR, or a willingness to become certified.
- Good communication skills and initiative.

Desired Qualifications:

- Understanding of Liberty Common High School's history and a commitment to maintaining and promoting the school's mission and values.
- Bachelor's degree from an accredited college or university.

Physical Requirements:

- Must be able to maneuver uneven surfaces.
- Must be able to carry or transfer up to 20 pounds of supplies frequently.
- Must be able to work in occasionally loud environments.

Compensation:

- Starting annual salary of \$35,000 (possibly higher based on background, experience, and/or institutional alignment).
- School-subsidized enrollment in Colorado's Public Employees Retirement Association (PERA) and employer contributions to PERA retirement account.
- Earned sick leave in accordance with Colorado's Healthy Families and Workplaces (HFWA) Act.

For more information about LCHS, visit <http://www.libertycommon.org>. Application must include letter of application, resume, and three references with phone numbers. Job posting will remain open until the position is filled. To be considered for this position, all three items must be turned in.

Apply to Mr. Torgun Lovely, Principal | Email: tlovely@libertycommon.org | Or post mail: Liberty Common High School, 2745 Minnesota Dr., Fort Collins, CO 80525

EEO STATEMENT

Liberty Common School provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, or any other protected characteristic applicable under federal, state, and local laws.

AT-WILL EMPLOYMENT

All employment with Liberty Common School is voluntary and is subject to termination by you or Liberty Common School at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, Liberty Common School will continue employment for any set period of time. This applies to all aspects of employment at Liberty Common School including but not limited to recruiting, hiring, promotion, placement, discipline, layoff, recall, transfer, leaves of absence, compensation, and access to benefits and training.

ADDITIONAL DUTIES

Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time with or without notice with direction from Liberty Common School.