



Operations Assistant

The School Operations Assistant (SOA), is critical to the successful and efficient running of the ASA campus and will work under the direction of ASA's Operations Director. This is a flexible and evolving role that requires a hands-on and creative approach. The Operations Assistant will learn the full scope of the vision for the Operations Department at ASA. The SOA will assist in the implementation and maintenance of clear operational systems and a supportive school environment that allows the school leadership team to focus on instruction and teachers to focus on students and their families. Troubleshooting student, faculty, and staff technology needs will be a primary focus of this position. The SOA will attend Operations Team Meetings and work collaboratively with the school leadership team.

This position reports directly to and works closely with the Operations Director at ASA.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Daily troubleshoot and solve a variety of tech-related problems for students and faculty
- Serves as a point person for copy machines, phones and bells
- Maintains systems to organize supplies and deliveries
- Daily assist with the safe and efficient transfer of students during pick up and drop off times in the ASA parking lot
- Regularly assist the Operations Director and Facilities Supervisor in securing the campus safely
- Create and maintain efficient and effective systems and procedures to maintain safe, clean and functional facilities for learning
- Occasionally accomplish minimal custodial duties
- Occasionally assist ASA's Facilities Supervisor with small repair jobs around the ASA campus.
- Interact positively with students, parents, school employees and visitors to convey a welcoming and supportive environment

Physical Demands

- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- *While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand-strength to grasp tool and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.*
- *The employee must frequently lift and/or move up to fifty (50) pounds such as cleaning supplies, large deliveries, large tech equipment and parking lot barriers and cones. Occasionally the employee will lift and/or move up to ninety (90) pounds such as copy paper and bulk furniture with the assistance of another employee if needed. The employee will push/pull items such as tables and scrubbing*

machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS

High School diploma or equivalent required (Bachelor's Degree preferred)

IVP-IV Fingerprint Clearance Card issued by the Arizona Department of Public Safety

REQUIRED KNOWLEDGE, SKILLS & PERSONAL CHARACTERISTICS

- Experience troubleshooting technology issues
- Customer service experience
- Flexibility and willingness to be directed in an urgent matter when timely issues arrive
- Establish and maintain appropriate professional relationships with administrators and school personnel
- Ability to relate to public, staff and students in a positive manner
- Ability to lift and manipulate equipment and materials weighing up to fifty (50) pounds
- Ability to operate job-related equipment in a safe manner
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to communicate effectively, in writing as well as verbally
- Strong organizational skills
- Be available for events, activities or functions outside of school hours, occasionally on evenings and weekends
- Multi-faceted, multi-skilled, resourceful and willing to whatever is necessary to help the school reach a high level of academic and artistic excellence

PREFERRED KNOWLEDGE, SKILLS & PERSONAL CHARACTERISTICS

- Experience in systems analysis or operational fields
- Experience in logistics
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Bilingual (Spanish)

POSITION DETAILS

Full Time

Full Benefits including Arizona State Retirement System Pension

One-year contract renewed annually based on performance

Interested applicants are encouraged to apply at:

<https://goasa.org/work-for-asa/>

Please send inquiries and information to employment@goasa.org