



Front Office Assistant Position

Supervisor: Executive Director
Start Date: August 1, 2024
Term: Full-time (180 contact days)
Salary: \$25,000-\$35,000

Challenge to Excellence Charter School, a high-performing, premiere STEAM school in Douglas County, is looking for a full-time **Front Office Assistant** for the 2024-2025 school year. Challenge to Excellence is an academically advanced charter that specializes in STEAM education. Our school runs an effective one-to-one device program.

Job Description: The successful candidate will be responsible for providing administrative secretarial support for the Director and Assistant Principal, and promoting positive community relations among school and community clientele. The successful candidate will also:

- Respond to telephone calls, route calls, take messages, greet visitors, and assist staff, parents, and community members with concerns and questions.
- Coordinate a variety of building and staff activities including but not limited to the beginning and end-of-year check-in and check-out, and back-to-school nights.
- Administer minor first aid and authorize medication in coordination with other staff members.
- Make arrangements for various meetings, attend and take minutes and notes, and disseminate information.
- Maintain the Executive Director and Assistant Principal's calendars, make appointments, schedule meetings and conferences, and maintain the overall calendar of school and community events.
- May prepare and distribute a variety of regular and special reports for the administration, the district, and the state.
- Assist office staff and other staff.
- Manage the driveline system.
- Perform other related duties as assigned or requested.

Qualifications:

- High School Diploma
- Preferred: Associate's degree or higher
- Preferred: 2 years or more office/customer service experience, preferably in a school setting
- Preferred: Experience with Infinite Campus and Google products

Application Instructions: Candidates must submit the following to be considered for an interview:

- Fill out [application](#)
- Email the following to careers@c2e.org

16995 Carlson Drive, Parker, CO 80134
Phone: 303-841-9816 Fax: 303-840-3246



- o Resume
- o Cover letter
- o Three letters of recommendation

This position will be open until filled, but will not be open past: August 1, 2024

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