



### **Front Office/Health Assistant Position**

Supervisor: Executive Director  
Start Date: August 1, 2024  
Term: Full-time (181 contact days)  
Salary: \$20-\$25 per hour, plus benefits

**Challenge to Excellence Charter School**, a high-performing, premiere STEAM school in Douglas County, is looking for a full-time **Front Office/Health 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 Executive 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.
- 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.
- Administer minor first aid and authorize medication in coordination with other staff members.
- Perform delegated procedures in accordance with the student's health care plan and training by the school nurse consultant, such as supervision and/or assistance with the daily management of a student's diabetes, asthma, and severe allergies.
- Provide first aid for students per School/District guidelines, including caring for injuries, fractures, and lacerations.
- Administer prescribed scheduled and non-scheduled medications to students in accordance with physician orders and School/District policy; prepare medication for students attending field trips.
- Maintain appropriate documentation for all health room procedures, including medications, delegated procedures, and first aid in accordance with School/District guidelines.
- Notify school nurse of reportable communicable diseases.
- Perform other related duties as assigned or requested.

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



**Qualifications:**

- High School Diploma
- Preferred: Associate's degree or higher
- Preferred: 2 years or more office/customer service experience and/or health field 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](mailto:careers@c2e.org)
  - 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