



## CIRCLE CITY PREPARATORY SCHOOL OPERATIONS ASSOCIATE

**Start Date:** Flexible

**Salary:** \$15/hour; 20-30 hours/weekly

**Status:** Part-Time, Non-Exempt, 12-months

**Benefits:** N/A

**Job Category:** Operations

### Overview:

The Operations Associate (OA) partners directly with staff, students, and families at Circle City Prep and is responsible for maintaining operational excellence at the school. The OA is a key member of the school's Operations Team reporting to the Director of Operations. The Operations Associate will play a critical role in ensuring CCP is equipped to prepare students for academic success and a life of opportunity and choice.

### Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. Circle City Prep is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

### Job Responsibilities:

As the **Operations Associate**, you will:

- Assist the Operations Team in daily management of school building, supplies, curriculum and other school operational needs to ensure the safety and success of Staff and students.
- Report building maintenance needs to the appropriate individual and support coordination with vendors and custodial staff on repairs, deliveries and installations
- Provide administrative support for the school of various degrees such as preparation and distribution of documents for correspondence and communications to staff and families, answering the phone, etc..
- Create and maintain secure student files, including registration materials, permission slips, progress reports, and other relevant materials
- Collect, review and verify supply hubs throughout the building are stocked and place the appropriate supply requests.
- Monitor school-wide operations request submissions and close out all requests as assigned in a timely manner.
- Tasks will vary according to school operations with a typical focus on the facility, inventory, administrative support, event management and student supports functions of the organization
- Maintain calendar updated and provide constant progress updated to manager and team
- Additional responsibilities as defined by the Director of Operations.

### Requirements:

To be considered as an **Operations Associate** role, you must have/be:

- Track record and evidence of exemplary personal organization and high-degree of professionalism and customer service.
- Belief in and alignment with Circle City Prep's core values and educational philosophy is non-negotiable.
- Associate's or Bachelor's degree, preferred.
- Pass a criminal background check, as required by law
- Willingness to work occasional weekend and evening work hours required

**Apply Today!**

Go to [www.circlecityprep.org](http://www.circlecityprep.org) and click Join Our Team and our application submission link.

*As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.*