

Orange County Educational Arts Academy
A California Public Charter School
825 N. BROADWAY, SANTA ANA, CA 92701
714/558-ARTS

BOARD OF DIRECTORS
MEETING MINUTES

General Meeting

August 10, 2016

6:00 p.m. – Closed Session

7:00 p.m. – Open Session

OCEAA Public Comment Policy

The OCEAA School Board of Directors (Board) welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board is to conduct the affairs of the school in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda item(s) or under the general category of "Oral Communications." Any person may address the Board on agenda or non-agenda items. To be recognized by the Board Chair, an individual must write their name and the agenda item(s) on the cards provided and submit this to the Board Chair or Secretary. The Board Chair will then announce the person's name at the appropriate time during the meeting. Each person will be granted up to three minutes to make his or her presentation. If requested, the Board Chair may grant additional time to individuals, circumstances permitting.
3. "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. These presentations are limited to three (3 minutes) each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board, however, may give direction to staff to respond to your concern.
4. With regard to the items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3 minutes) when the Board discusses that item. Following a presentation on an agenda item by staff, committees or the public to the Board, the Chairman will recognize members of the public who have submitted on that agenda item. This period precedes Board discussion and deliberation.
5. Formal presentations to the Board by members of the public may be scheduled in advance by notifying the President and/or Board Chair in writing two weeks prior to the next regularly scheduled Board meeting. The President and/or Board Chair shall determine whether the citizen request is or is not an item directly related to school business prior to it being placed on the agenda. No citizen-requested item shall be placed on the agenda if it is repetitive of a previous item placed on the agenda and considered by the Board. Scheduled formal presentations shall not exceed 15 minutes in duration.

In addition to the above, any Board member may ask a member of the public to answer brief questions or make comments on an agenda item under discussion in order to gather information before deliberating on a decision.

I. PRELIMINARY

A. CALL TO ORDER

The Board Chair called the meeting to order at 6:09 p.m.

B. ESTABLISH QUORUM

C. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

D. ADJOURN TO CLOSED SESSION – Items Scheduled for Closed Session:

Staffing appointments/terminations/contracts/resignations (Gov. Code section 54957)

E. CALL TO ORDER – REGULAR SESSION

F. ROLL CALL

	Present	Absent
Dr. Kimberly Barraza-Lyons, President	_____	x
Dr. Alfonso Bustamante, Vice President	x	_____
Valerie Sullivan, Chair	x	_____
Scott Overpeck, Vice Chair	_____	x
Boris Molina, Treasurer	x	_____
Bobbie Kraus, Secretary	x	_____
Kristin Collins, School Director	x	_____
Vanessa Besack, Dir. Of Operations	x	_____

G. REPORT OF CLOSED SESSION DECISIONS

On motion made by bk, seconded by vs, the board unanimously (ab, vs, bm and bk voting in favor) approved the following staffing changes:

2016/17 Staffing Appointments	Effective Date
Donald Amerson, Arts Teacher	8/1/2016
Sonia Angeles , Bilingual Instructional Aide	8/1/2016
Abimelech Barrera, KEDS Teacher	8/1/2016
Gabriel Castrillon, PBIS Counselor	8/1/2016
Miriam Garcia, Teacher	8/1/2016
Gabriela Gomez, Teacher	8/1/2016
Mary C. Gonzales, Teacher	8/1/2016
Linda Hardman-Greene, Community Liaison	7/25/2016
Gloria Lopez, KEDS Teacher	8/1/2016
Wendy Mendoza, Playground Supervisor	8/1/2016
Claudia Salgado-Rodriguez, “Coach” Playground Supervisor	8/1/2016

2016/17 Contracts	
Erica Vicario (2-year), Teacher	8/1/2016

2015/16 Staffing Resignations	Effective Date
Melissa Abarca	6/16/2016
Margarita Chavez	6/17/2016
Maegan Meresz	6/16/2016
Armando Aguilar	7/22/2016
Alondra Diaz	8/1/2016

2015/16 Non-Renewal of Employees	
#563	6/17/2016
#478	6/16/2016
#564	6/16/2016
#214	6/16/2016

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

B. FOR INFORMATION/BOARD

Budget Update – June/July Check Register - Boris Molina/Leigh Taylor, CSMC
 Payroll \$86,290.84
 General \$95,258.08
 OCDE \$666,497.16

Board Development Training - Boris Molina/Kimberly Barraza-Lyons
 Training at OCSA in June. Discussed fundraising, leadership, business plan. Takeaway was to reanalyze and maybe redo our mission and vision. Getting input from those who participated in the training to try to summarize their perception of our mission and vision to see if it matches what we have on paper. Good information on community outreach. Helped put the attendees on the same page as to how to improve OCEAA and bring it back to the stakeholders to get their input.

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Valerie Sullivan – nothing to report
 ELAC report - Elisabeth Moreno – nothing to report
 School Director’s report
LCAP Goals

- Student Achievement – awaiting CAASPP and Aprenda data.
- Professional Development
 - 7/8 Team training was held July 1 & 5-8
 - Program update presented by Kristin Collins

Enrollment as of 8/5/16

	Dual	EO	% Enrolled
6th	25	31	88%
7th	21	28	77%
8th	18	23	64%
% Enrolled	66%	85%	

Targeted Staff Development

- Teamwork training held July 1 and 5-8
 - Attending: Puccini, Mandujano, Alvarado, Garcia, Hernandez, Collins
- Purpose: to improve student achievement outcomes through high-level teamwork and collaboration
- Professional reads that anchored the training
 - The Five Dysfunctions of a Team
 - Management in the Active Classroom

Proposed Program Changes

- Distinct 7/8 grade branding
 - La Secundaria @ OCEAA
 - Academic mission and goal:
 - La Secundaria's team nurtures students to become problem solvers, team players, effective communicators, and global citizens in their journey to become college and career ready.
 - 100% of La Secundaria students exit ready for success in a college-prep high school program
 - 1:1 device program
 - Updated ORCA: growth Oriented, Respectful, Collaborative, Active
- 30/70 Eng-Span language of instruction
 - Math and Spanish Language Arts conducted in Spanish
- Revised Discipline Policy
 - New name, new mission, new focus
 - Gives context and background as to why serious about success in school
 - Clarifies block schedule
 - Clarifies promotion and grading policy
 - Highlights visually what are requirements for promotion, policies that apply to 7/8 only
 - Reiterates code of conduct
 - After school time and detention on Wednesday are changed; clarifies why you are on detention
 - Explicit commitments from parents, students and teachers
- Targeted ORCA Pod for students requiring literacy interventions to improve delivery of services.
- Intensive math remediation for qualifying students.
 - Possible scenarios – 9 week intervention during arts block; student begins arts when goal met; after school intervention with dedicated instructor
- After school tutoring and clubs from 3:15-4:00pm on M/T/Th
- Primary Curriculum Task Force began revising units to increase rigor; facilitated by Claudia Sachs and Linda Hardman Greene
- Claudia Sachs and Kristin Collins attended the ADTLE (Dual Language) Conference in Sacramento on June 27-29.
- Results of the California School Climate Survey provided for review and discussion.
- Student Engagement
 - Results of the California Healthy Kids Surveys administered in 5th-8th grades provided for review and discussion.
- Parent Partnerships
 - Results of the California School Parent Survey provided for review and discussion.
 - School Site Council met on Monday, August 8th to finalize the Single School District Plan (recommended replacement for the LEA plan)
 - Planning update presented by council representative for approval.
 - Addresses math and reading from LCAP; includes specific activities for Title 1; for Goal 1A – Title 1 essentially funds the literacy team (literacy coach and two literacy teachers); for Goal 1B will fund leasing two Chromebook carts for grades 1-3 and will possibly help hire a p/t math

intervention teacher to provide supplemental instruction to Rti students after school

Human Resources/Finances

- The instructional team is fully staffed, including all classroom teachers, aides and coordinators.
- Interviews are well underway for both the Librarian and Receptionist position.
 - Two librarian candidates read a story to the summer camp 1st graders on Thursday Aug. 4. Both candidates have the blessing of Dusty Brown, who participated in the panel interview.
 - A second round of panel interviews were held on Aug. 5 for the receptionist position. The panel is looking for the ideal candidate for the front office. A person has been hired.
- Rosalinda Vargas, the former receptionist has agreed to take the position of Human Resources Administrative Assistant. She is being trained by HR manager Jannet Peñaloza. She is also working closely with our new HR contractor Malena Otero to review HR needs.

Enrollment Update

- Registration
 - Pre-registration number was 605 students. Some students have not registered. Cannot access Power School right now so don't have final numbers but it likely will be around 600
 - Process was streamlined. Pre-filled out and pre-screened on registration day. It went really well

Technology Update

- Ms. Collins and Ms. Besack are working together to finalize the details for the Academic Technology Coordinator position and assessing what the position would look like.
- After careful consideration, Ms. Collins has chosen Illuminate for data analysis to replace Data Director.

Nutritional Services

- Nothing to report.

Facilities

- The new play structure has been delivered and will be installed at the Annex.
- The playground at the main building has been resurfaced and lined to ensure safety.
- An enclosure was created in the Computer lab to house IT support and the eventual new technology coordinator. It will also allow for safe housing of other technology.

KEDS

- Nothing to report

Arts

- Nothing to report

Director of Operations Report

- MOU with Orange County Department of Education for Business and Financial Services
Has gone up to a little over \$9 per employee. Only change to our pre-existing MOU
- Change signatories at OCDE - not ready for approval tonight. Still need signatures.
- Proposal for 2 new Chromebook Carts as approved in LCAP – same provider that provided the last 2 carts. We will be leasing monthly and it will not affect our budget. We can buy them at end of the lease. \$543.71 per month for 36 months.
- Job Descriptions: Health Clerk/LVN; Jr. Conservatory Instructors; KEDS Billing and Attendance Clerk; and KEDS Annex Manager (attached)

IV. FOR BOARD DISCUSSION

School Director report, including but not limited to 7/8 program update, including rebranding and supplemental handbook, Single School District Plan - SSC update, California Healthy Kids, School Climate and School Parent survey results, and Revised calendar reflecting change of spring break to match SAUSD

Director of Operations report, including but not limited to MOU with OCDE for Business and Financial Services, Change signatories at OCDE, Proposal for 2 new Chromebook Carts as approved in LCAP, Job Descriptions: Health Clerk/LVN; Jr. Conservatory Instructors; KEDS Billing and Attendance Clerk; and KEDS Annex Manager, and Donation Report

V. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removal from the agenda, there will be no discussion of these items prior to the Board votes on them. The Chair recommends approval of all consent agenda items.

A. Approve Check Register – June 2016

It is recommended that the Board approve Agenda Items A. Motion: bk Action: Pass
Second: bm Vote: ab, bm, vs and bk in favor

B. Approve Check Register – July 2016

It is recommended that the Board approve Agenda Items B. Motion: bk Action: Pass
Second: bm Vote: ab, bm, vs and bk in favor

C. Approve Riley’s Farm invoice in the amount of \$8,190.00

It is recommended that the Board approve Agenda Items C. Motion: ab Action: Pass
Second: vs Vote: ab, bm, vs and bk in favor

VI. ITEMS SCHEDULED FOR ACTION

A. Approve Minutes from 6/8/16 Board Meeting - Tabled

It is recommended that the Board approve Agenda Item A. Motion: ___ Action: ___
Second: ___ Vote: ___

B. Approve Rebranding of 7/8 program and supplemental handbook

It is recommended that the Board approve Agenda Item B. Motion: ab Action: Pass
Second: vs Vote: ab, bm, vs and
bk in favor

C. Approve Single School District Plan

It is recommended that the Board approve Agenda Item C. Motion: bm Action: Pass
Second: vs Vote: ab, bm, vs and
bk in favor

D. Approve Revised calendar

It is recommended that the Board approve Agenda Item D. Motion: bk Action: Pass
Second: vs Vote: ab, bm, vs and
bk in favor

E. Approve MOU with OCDE for Business and Financial Services

It is recommended that the Board approve Agenda Item E. Motion: bm Action: Pass
Second: ab Vote: ab, bm, vs and
bk in favor

F. Approve change of signatories at OCDE - Tabled

It is recommended that the Board approve Agenda Item F. Motion: ___ Action: Pass
Second: ___ Vote: ___

G. Approve proposal for 2 new Chromebook Carts as approved in LCAP

It is recommended that the Board approve Agenda Item G. Motion: ab Action: Pass
Second: vs Vote: ab, bm, vs and
bk in favor

H. Approve job descriptions for: Health Clerk/LVN, KEDS Billing and Attendance Clerk,
and KEDS Annex Manager

It is recommended that the Board approve Agenda Item H. Motion: ab Action: Pass
Second: bm Vote: ab, bm, vs and
bk in favor

VII. ADJOURNMENT

The meeting was adjourned at _____ p.m.

The next regularly scheduled meeting is Wed., September 14, 2016, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session

AUTHORIZATION OF SIGNATURES

Orange County Educational Arts Academy

_____ **SCHOOL DISTRICT**

DATE : 7/27/2016

I, Roberta A. Kraus, Clerk of the Governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting held on the 10 day of August , 2016 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign Payroll Notices of employment/changes of status, time sheets, vendor orders for payment, and warrant registers as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	PAYROLL DOCUMENTS	VENDOR PAYMENT ORDERS
Kristin Collins		x	x
Boris Molina		x	x
Vanessa Besack		x	x
Marissa Munoz		x	x
Rosalinda Vargas		x	x

Pursuant to the provisions of Education Code sections 42630-34/85230/34.

I further certify that the signatures following are those of the members of the Governing Board not mentioned above.

NAME TYPED	SPECIMEN SIGNATURE
Dr. Kimberly Barraza Lyons	
Dr. Alfonso Bustamante	
Roberta A. Kraus	
Scott Overpeck	
Valerie Sullivan	

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2_____

Clerk _____

OCEAA Job Description: PT KED Billing and Attendance Clerk

Schedule: 10:30-1:30 M, and T,TH,F 10:00am-1:30pm (no Wednesdays) minus a 45 minute lunch.

Reports to: Student Activity Director

JOB SUMMARY: Under general supervision, perform a variety of clerical work, financial maintenance, and registration support for the benefit of the After School Program and performs related work as required.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

- Works the KEDS station during registration by making sure KEDS registration forms are completely filled out and collected. During registration, meets with parents to go over any important information such as the ASES program and its guidelines, in addition to informing parents which program their child is in. Hand out documents (scholarship) and provide due dates to families.
- Invoice/Bill for the after school program monthly, and its affiliated programs/clubs, such as violin/guitar.
- Update Powerschool by making sure that all registered students appear under KEDS and are placed in the correct program (ASES or ELECT) monthly.
- Input in billing system all needed registration information. File registration forms, scholarship applications, payment plans, early release documents, and other pertinent financial documents (i.e., drop forms) for the students in the after school program.
- Submit and process payments with business office (including handling of cash/checks/money orders/digital payments and any other form of payment.)
- Contact/call all families with past due accounts in KEDS and affiliated programs daily in an effort to bring all accounts into good standing. Create and submit a list of families that still have outstanding balances. Names of all families with back balances should be submitted during the last Tuesday before the month ends even if agreement has been made (include how much is owed).
- Input daily attendance for KEDS Program in powerschool
- Create and distribute letters for families on the verge of being dropped due to non-payment to make them aware of the pending drop. Letters should be given to families after they have missed the agreed due date. A letter stating the impending drop should be given to them weekly until they are actually dropped. This letter should also contain the drop date.
- Make parents aware of any financial updates/changes by posting signs or emailing all parents at least 5 days before the change occurs. (i.e. change in payment amount, change in payment due date)
- Email and print a copy of all payments made by all parents for the year (for tax preparation) by the last day in January.
- Performs other related duties as required and assigned.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- A valid First Aid certificate issued by the American Red Cross, which includes CPR training
- TB Clearance
- General concepts of billing and clerical work.
- Spanish and English (Bilingual) usage, punctuation, spelling and grammar.
- Routine record keeping.
- General purposes and goals of after school programming.
- Procedures to maintain specific performance records.
- Technology, multimedia, and software applications desirable- Excel, Word, PowerSchool.

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.

Ability to:

- Assume responsibility for inputting after school financial records.
- Be patient and flexible in making needed changes in record keeping.
- Provide feedback and updates to financial records.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude towards parents.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment
- Attention to detail is a must

Training and Experience:

- Equivalent to completion of the twelfth grade. Paid or volunteer experience working in billing or customer service in an educational or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Salary: Based on Experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature Date

Supervisor Name (Please Print)

Supervisor Signature Date

OCEAA Health Clerk/LVN Preferred

Normal Schedule: Monday through Friday 8 a.m.- 3 p.m.
Reports to Director of Operations.

JOB SUMMARY: The OCEAA Health Clerk/LVN is primarily responsible for managing the health office, recommending policy changes and ensuring compliance with State and Education Code mandates and ensuring student health and welfare.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

1. Function as a contributing member of the school staff in planning, implementing and evaluating the school health program.
2. Provide administration suggested policy changes in order to comply with local and state regulations.
3. Serve as liaison between County Department of Education health nurse and school in matters relating to student health and welfare).
4. Attends to County meetings, as required, relating to student health issues and services.
5. Ensure school is in compliance with mandated health reports
6. Provide leadership and exercise judgment in the development of standards for emergency care of accidents and illnesses and for reporting such emergency cases. Provide emergency medical assistance when necessary.
7. Promote a safe and healthful school environment by managing a program for the control of communicable disease and by reporting observable hazards to the proper authorities.
8. Provide leadership in interpreting the total school health program and policies to staff, parents and the community.
9. Work with outside service organization to organize a variety of examinations pertaining to the health of students including:
 - a. Physical
 - b. Vision
 - c. Hearing
10. Record the health appraisal history and the results of health appraisal examinations.
11. Coordinate planning action among students, families, and staff for preventing, eliminating, minimizing health problems.
12. Render First Aid treatment to injured and ill students. Disinfect and bandage minor cuts, abrasions and burns.
13. Gathers, assesses, records immunization information and health data.
14. Observe sick or injured students for signs of shock and other emergency situations and take appropriate remedial action following a predetermined procedure.
15. Take and record temperature
16. Provide a quiet comfortable and calming atmosphere for ill or injured students
17. Perform routine evaluations of students and injury situations and determine the need of emergency, supervisory or administrative assistance
18. Administer prescribed medication specifically prescribed for students by medical authority
19. Contact parents, legal guardian or other responsible parties of ill or injured students
20. Clean and disinfect the student health area.
21. Maintain a variety of student records and records pertaining to the health office activities.
22. Enter student health information in school database.
23. Although not a direct supervisor, serves as a lead worker by assigning, directing and/or monitoring the work of other employees assisting sick-injured children on a regular basis.
24. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. A valid First Aid certificate issued by the American Red Cross, which includes CPR training.
2. Possession of valid California Licensed Vocational Nurse certificate preferred
3. Bilingual in both English/Spanish Required
4. High school diploma or GED certificate.
5. Two years experience performing a variety of general office and clerical work, preferably at a school health office or health care service environment.

6. Formal education/instruction in the medical field (vocational nurse- certified nurse aide.
7. Knowledge of Principles, methods, and practices of First Aid.
8. Routine emergency treatment.
9. Standard policies and procedures pertaining to student health services.
10. Equipment, supplies, and terminology commonly associated with a student health facility.
11. Knowledge of emergency services agencies within close proximity of the school site.
12. Knowledge of record management, storage, and retrieval systems and procedures.
13. Good oral communication.
14. Ability to read and comprehend simple instructions and memos.
15. Ability to write simple messages.
16. Ability to work with the public in a professional manner.
17. Ability to handle upset children and adults in a kind manner.
18. Basic computer literacy.
19. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment.
20. Excellent organization, time management and follow-up skills.
21. Ability to work under minimal supervision.
22. Ability to be flexible and revise priorities based on requirements of school.

Salary: \$19 -\$21 per hour based on experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date

OCEAA Job Description: KEDS Annex Manager

Normal Schedule: Monday through Friday 10:30-6:30

Reports to: After School Coordinator

JOB SUMMARY: Under the supervision of the KEDS Director, assist with daily functions of after school enrichment program. To perform supervisory duties over the annex during program hours in addition to variety of clerical and supportive tasks in support of the After School Program and to perform related work as required.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Include the following:

1. Follows policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.
2. Makes sure program is opened and closed properly on a daily basis by making sure the correct number of lunches/suppers are received, attendance sheets are ready for teachers, doors are locked after program closes and unlocked once program begins, and areas used are clean once the program has dismissed.
3. Coordinates the dissemination of the snacks for the Annex as well as the main building.
4. Coordinates all playground equipment and class rotation schedule.
5. Oversees the annex during program hours by handling teachers/parent needs, behavior issues, first aide etc.
6. Updates monthly program documents such as teacher attendance, parent sign-in sheets and snack tracker.
7. Supports regular communication (via email and phone call) with parents and staff for ASES students if they are absent from KEDS and/or if they are being dropped.
8. Enforce all ASES attendance policies by helping to contact parents of students that have attendance issues.
9. Help to collect month payments, issue recipets and input payment into our billing ssystem.
10. Respond to all emails from parents within 24-48 hrs.
11. Assist in communicating and translation of documents for spanish speaking only parents and families
12. Assist with registration for KEDS by assiting with updating and translating all registration documents and collecting and ensuring that documents are filled out correctly.
13. Secure substitute teachers/coverage when KEDS teachers have called out.
14. Operates a variety of instructional media, office machines and equipment.
15. Performs general administrative duties like note taking during meetings and creating meeting agendas.
16. Performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials.
17. Assist in the overall flow of the KEDS program.
18. Takes the lead in the event that Program Director is absent
19. Attends region trainings and reports back to Program Director.
20. Assists with the planning and implementation of the summer program when applicable.
21. Supports and helps organize school-wide events.
22. Performs other duties as required and assigned

QUALIFICATIONS

1. A valid First Aid certificate issued by the American Red Cross, which includes CPR training
2. TB Clearance
3. Strong organizational skills
4. Strong written and verbal communications skills
5. Strong leadership skills
6. Ability to develop and maintain a positive relationship with the school staff (e.g. principal and teachers)
7. Ability to stand, climb stairs, lifting up to 25 lbs, bend, grasping, pull, push, carry, walk and operate equipment
8. Ability to operate spreadsheets, calculator; make mathematical calculations rapidly and accurately.
9. Strong conflict resolution and crisis management skills
10. Proficiency in Microsoft Office suite (primarily Word and Excel)
11. Ability to multi-task in an environment with impressionable youth
12. Knowledge of, and sensitivity, to issues prevalent in under-served communities

- 13. Positive role model to staff and children
- 14. General concepts of child growth and development and child behavior characteristics.
- 15. Instructional and behavioral strategies used in controlling and motivating students.
- 16. Routine record keeping.
- 17. Specific subject and content as required in job assignment.
- 18. Procedures to maintain specific performance records.
- 19. Technology, multimedia, and software applications desirable- Excel, Word, PowerSchool

- 1. Minimum educational level:
 - a. H.S. Diploma required
- 2. Experience required:
 - a. Two (2) years of related experience working with administration duties
 - b. Three (3) years of increasingly responsible experience in accounting, fiscal record management and reporting, payroll or budget control record management and reporting, including one year in a lead capacity
 - c. Working with people in a considerate and educational environment to help them grow in their positions.
- 3. Desired Experience/Qualifications:

SALARY RANGE: Based on experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)	Employee Signature	Date
Supervisor Name (Please Print)	Supervisor Signature	Date