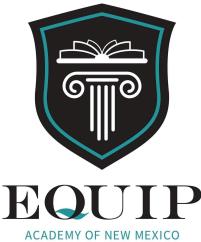


## OFFICE ASSISTANT



### Office Assistant at Job Description

The Office Assistant at Equip Academy of New Mexico supports the Head of School, Office Manager, and Manager of Operations in ensuring the smooth and efficient operation of the school. This role involves a range of administrative and clerical tasks to support students, staff, and families while maintaining a welcoming and professional front office environment. As a founding staff member, the Office Assistant takes on a dynamic role, managing school communications, maintaining records, coordinating events, and supporting school safety. This position is vital in fostering a positive school culture and providing high-quality administrative support aligned with Equip Academy's mission and vision.

### Mission

By providing a top-tier, inquiry-based, college-preparatory education, Equip Academy of New Mexico ensures K-5 students master the knowledge and skills to dream audaciously, engage deeply, and pursue a life of purpose.

### Vision

Every child has the opportunity to live out their greatness; our commitment is to equip them to do so. Our joyful, engaging, high-expectations approach prioritizes measurable academic learning, celebrates student curiosity and community, and reimagines what a successful, literacy-rich K-5 school can be.

### Values

- **Excellence.** We strive for excellence in all we do.
- **Question.** We question until we understand.
- **Urgency:** We move with purpose, urgency and intentionality.
- **Independence.** We are critical and independent thinkers.
- **Partnership and Perseverance.** We believe in the trifecta of success: Students + Teachers + Families = Student Maximum Potential AND We don't give up. We embody perseverance by adopting a growth mindset and can-do attitude.

### Key Responsibilities

- Manage phone and in-person inquiries, ensuring a professional and welcoming front office environment.
- Process enrollment and attendance data and maintain accurate student and staff records.
- Coordinate logistics for school events, activities, and communication with parents and community partners.
- Support school safety efforts, including emergency response coordination.
- Assist with the distribution of supplies, materials, and resources for staff and students.
- Provide clerical support to teachers and staff as needed, including creating reports and correspondence.
- Administer first aid and medication to students when necessary.
- Supervise students in the office and assist with arrival, dismissal, and lunch duties.

- Promote effective public relations with parents, staff, and the community.
- Perform other tasks as required to ensure the efficient functioning of the school.

### **Minimum Qualifications**

- Strong belief in the mission and vision of Equip Academy of New Mexico
- High school diploma or equivalent; bachelor's degree preferred
- 1-3 years of office experience, ideally in a school setting
- Proficiency in office software and general bookkeeping procedures
- Ability to establish and maintain positive, effective working relationships with students, parents, staff, and the general public, and maintain confidentiality
- Strong organizational and communication skills with attention to detail
- Criminal background clearance required; bilingual and valid first aid certification preferred

### **Compensation**

Salary for this position is competitive and commensurate with experience.