

JOB TITLE: Office Coordinator
REPORTS TO: Director of School Operations
DUTY SCHEDULE: 12 months

BACKGROUND

KIPP Tulsa College Preparatory (KTCP) is one of 125 tuition-free, open-enrollment college-preparatory KIPP (Knowledge Is Power Program) schools operating in low-income urban and rural communities throughout the country. KIPP Tulsa's mission is to *empower all students with the academic, character and life skills necessary to succeed in high school, college, and the competitive world*. KTCP opened its doors in July 2005 with 90 fifth graders, and the school currently has 330 students in grades five through eight. Working at KIPP Tulsa is about being student-focused. It's about teamwork. It's about having fun, and having the freedom to work in ways that are most successful for our students. It's also about transforming our community by ensuring our KIPPsters make it TO and THROUGH college and, then, return to and lead our city.

ROLE OVERVIEW

The office coordinator is the face of the KIPP Tulsa Academy College Preparatory campus and a key member of the school's operations team. The primary responsibility of the office coordinator is to create and maintain a welcoming and efficient main office. The office coordinator will work closely with the Data Management Clerk and will report to the Director of School Operations. The ideal candidate is a highly personable, systematic, and extremely organized team player who deeply believes in the KIPP Tulsa school model and is committed to helping build a network of high-performing schools that empower all students with the academic, character, and life skills they need to succeed in high school, college, and the competitive world beyond.

RESPONSIBILITIES OF THE OFFICE COORDINATOR WILL INCLUDE:

- **Front-Office Management**
 - Welcome visitors; serve as gatekeeper to address questions and minimize interruptions of the school admin and instructional team
 - Answer phones. Redirect inquiries as appropriate. Relay messages to staff in a timely manner. Return all parent calls within 24 hours
 - Receive and distribute mail and shipments
 - Receive and process incoming and requested outgoing faxes
 - Maintain a clean and organized office environment; maintain complete sets of commonly used forms for staff and families

- **Student Information, Data, & Reporting**
 - Use PowerSchools to reconcile student attendance daily
 - Use PowerSchools to maintain and update all student contact/demographic information, as directed by the Data Management Clerk
 - Manage student issues, such as processing late arrivals and following-up with the families of absent students
 - Produces accurate and timely student attendance, disciplinary, honor roll, and other reports for the school admin team as needed
 - Coordinate student health services; monitor student health and safety for any unusual/disconcerting trends; coordinate with contract nursing personnel to ensure that students receive appropriate care
 - Assists Data Management Clerk with compilation of data for various reports

- **School Communications & Documents Archive**
 - Produces letters, memos, and other notices as requested
 - Ensures that past memos, notices, and other school-specific documents are posted to the Shared Server
 - Assist School Leader, as requested, to manage and disseminate school calendars to team members, students, and parents
 - Schedule Monthly emergency drills including Fire, IOC and Tornado/Disaster

- **Supplies and Equipment Maintenance**
 - Fulfill staff supply requests
 - Maintain office equipment (ensure copiers are operational and fully stocked with toner, paper, etc. on a daily basis)
 - Conduct weekly supply inventory/equipment check and restocks as necessary
 - Work with external vendors for supplies and machine maintenance as necessary

- **General Support**
 - Coordinate travel arrangements for Executive Director, School Leader and team members as needed
 - Assist the Director of School Operations in preparing the campus annually for start-up/new school year launch. Support the operations staff. Assist the Director of School Operations with personnel and financial record keeping. Assist with coordination of school events, test administration and processing, production and distribution of school memos, etc.
 - Assist the Director of School Operations with facilities management including weekly and monthly facilities walk-through to ensure that facilities are up to KIPP Tulsa's standards of excellence
 - Assist with student recruitment and lottery event
 - Assist with filing of documents and records.

SKILLS, CHARACTERISTICS AND COMPETENCIES

- A cheerful and welcoming demeanor
- Can prioritize projects and meet deadlines
- Very strong interpersonal and communication skills (written and oral)
- Strong organizational skills
- Takes instruction well, but does not wait for it
- Proficiency with MS Word, Excel and databases
- Ability and desire to work in a fast-paced, highly disciplined, sometimes unpredictable school environment
- Maturity, humility, strong work ethic, sense of humor, and roll-up-my-sleeves attitude
- Belief in the KIPP Tulsa mission and educational model
- Possess a "whatever it takes" disposition
- Bilingual in English and Spanish preferred
- Effective a building relationships with team and families

EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

- Bachelor's degree from a competitive college or university preferred or equivalent experience
- 2-4 years of previous office management/administrative experience

COMPENSATION

Salary for this position is competitive and commensurate with experience. Additionally, KIPP Tulsa offers a comprehensive benefits package.

TO APPLY:

Please visit www.kipp.org/jobs. Search by location for Tulsa jobs and apply for an impactful career at KIPP Tulsa. KIPP Tulsa will automatically receive your application once it is submitted on the www.kipp.org/jobs site. KIPP Tulsa's Selection Team will review your resume and application within one week. If KIPP Tulsa decides to invite you for an interview, a member of KIPP Tulsa's leadership team will contact you. If you have questions, do not hesitate to contact KIPP Tulsa at 918-794-8652 or by email at careers@kipptulsa.org.

As an equal opportunity employer, KIPP Tulsa does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.