



Office and Homework Center Assistant

Compass High School (CHS) is a small private school for students with learning differences in San Mateo, California. Compass was founded four years ago and is in a period of enrollment growth. Compass is a fully accredited, college-preparatory high school that specializes in individualized support and remediation, cutting-edge technology, and experiential learning. We employ a highly skilled faculty trained to work with students who learn differently and we value educational innovation and a nurturing family environment.

FTE: Full-time
Salary: Commensurate with experience, an attractive benefits package included
Start date: Immediately

Position Overview:

CHS is seeking an Office and Homework Center Assistant to report directly to the Operations and Technology Coordinator. The Assistant will support office operations by receiving and distributing communications; maintaining supplies and equipment; and assisting staff and parents. The Assistant will offer educational support to our students during homework center. The successful applicant will have a can-do attitude, excellent communication skills, and enjoy working in a school setting.

Essential Responsibilities:

Reception

- Manage incoming phone calls and distribute messages as necessary
- Manage mail, incoming and outgoing
- Maintain inventory of office supplies and kitchen supplies
- Support special projects with design, clerical, or research assistance
- Support teachers as possible with clerical tasks
- Provide support for special events as needed

Homework Center

- Oversee HC to provide quiet and organized environment
- Provide students with support one-on-one or in small group
- Communicate with teachers about student needs

Qualifications:

- Excellent interpersonal, relationship-building, communication (oral and written), and organizational skills.
- Bachelor's, preferred
- Experience working with students, preferred

To apply:

Interested candidates should submit:

- Resume
- A letter of introduction

via email to jobs@compasshigh.org, subject line Office and Homework Center Assistant.

To learn more about Compass High School visit www.compasshigh.org. Send questions about the position to jobs@compasshigh.org and we will get back to you.