

University Laboratory School

A HAWAII PUBLIC CHARTER SCHOOL
(OAHU)

12-month school operations assistant to begin November 2017.

Seeking a qualified school operations assistant to work closely with the school administration in maintaining the day-to-day operations of the school, as well as ensuring the health and safety of the students, teachers and staff. The Operations Assistant must take initiative in a professional, personable and flexible manner to work effectively and support the school administration and school operations.

School operations assistant will help ensure the maintenance of accurate student records, provide clerical support to the school administrative staff, provide basic first aid, communicate various information regarding activities and/or in response to requests, and provide for timely and accurate distribution of information, and other job related duties as assigned.

Qualifications:

- High school diploma
- Experience in a school office or equivalent
- Experience in school-setting supervision
- Knowledge of and experience in: word processing, computer applications, standard office equipment, computations, records, reports, documents, designated student related needs, telephone calls, receptionist correspondence
- School supervision, enforce school rules and regulations, and provide practical assistance to students as needed
- Ability to effectively communicate orally and in writing to students, parents, administration, teachers, staff, and the community in a professional manner
- First Aid, CPR, AED Certifications
- Performs other duties as required

To apply: Send a letter of interest indicating how the applicant meets the required qualifications, resume/vitae and the names and contact information of three (3) professional references.

Interested applicants must mail, email or hand deliver required documents to the address listed below by November 9, 2017.

Mail to:

University Laboratory School
Attention: Keoni Jeremiah, Principal
1776 University Ave. UHS 3- Room 115
Honolulu, Hawaii 96822

Email:

employment@universitylaboratoryschool.org

Hand deliver:

University Laboratory School
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Honolulu, Hawaii 96822