

## OPTIONS FOR YOUTH JOB DESCRIPTION

**Job Title:** Center Coordinator

**Dept:** Instruction

**Work Class:** Non-credentialed

**Reports To:** Lead Teacher

**FLSA Status:** Non-Exempt

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### GENERAL SUMMARY:

Center Coordinators provides the primary clerical and administrative support for an assigned learning center. Meets with enrolling students and parents. Answers phones, explains OFY programs, inputs student information, and provides support for teachers and mentor teachers. Orders curriculum supplies and maintains office inventory.

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% student retention, 100% CAHSEE pass rates and all charters achieving a 9 or 10 compared to similar schools in a state wide average. This position provides direct instructional support.

### ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Maintains center waiting list and conducts public random drawing to select eligible students for enrollment when space becomes available.
- Responsible to help market/sell the program.
- Meets and greets students and potential students as they enter centers.
- Manages paperwork, scheduling, calling, and set-up for all student orientations, testing, and designated SGI classes.
- Administers, scores, and schedules all assessments for student placement including, but not limited to the pre-and post tests, graduation proficiency tests, and computer proficiency survey when applicable.
- May assist with registrar duties by securing and providing student immunization records, transcripts, IEP, LEP and free or reduced lunch documentation when applicable.
- May notify a student's district of residence (or applicable school) upon enrollment and withdrawal from OFY.
- Maintains inventory and orders center office supplies, curriculum materials, and designated center and student forms.
- Stocks shelves and keeps supplies organized.
- Receives and puts away delivered center materials including, but not limited to student orientation forms, workbooks, textbooks, and office supplies.
- Responsible for checking voice-mail, delivering messages and re-scheduling student appointment times when necessary.
- Responsible for center cleanliness and tidying up center after each ½ day session. Helps keep the center bright, cheerful and welcoming for students.
- Assists teachers in answering phones, filing units and tests, and working with students when time permits.
- Calls to get students in for testing such as STAR.
- Acts as receptionist for center.
- Refers students with special needs for testing.
- May present initial orientation to all incoming students and parents.

- Answers questions on program enrollment eligibility
- May handle other duties and projects as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to connect with students and motivate them in a positive way.
- Ability to communicate with co-workers and business contacts in a courteous and professional manner.
- Strong organizational skills and attention to detail.
- Working knowledge of office equipment, especially the computer.
- Ability to work independently and coordinate multiple tasks simultaneously with minimal supervision.
- Ability to exercise reasonable judgment and maintain confidentiality.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:**

- Excellent oral and written communication skills.
- Working knowledge of MS Word & Excel.
- Experience working with high school age students helpful.
- Some college helpful.
- Previous office experience.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or its equivalent.
- At least one year full time work experience or OFY graduate.
- Prefer college graduate and 30 day credential.

\*The specific statements shown in each section of this description are not intended to be all inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.