

# Support Staff Job Descriptions

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| <b>Job Title: Office Manager/SIS Coordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                  |
| Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (if earning \$58,656 annually or more full-time) |
| Subject to Market Review and Adjustment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| <a href="#">Administrative Exemption</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                  |
| <a href="#">Minimum Salary Exemption</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                  |
| Reports To: Executive Director or Her/His Designee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                  |
| <b>Job Description:</b><br>This position manages SVP's front office operations, student enrollment, and student information system and general office/business operations. The Office Manager provides support to the head administrator, business manager, other office staff, faculty, students, and parents. She or he is responsible for the collection, maintenance and reporting of certain student and staff data as well as responsibility supporting the business office including payroll (specifically timesheets) and other duties assigned in collaboration with the business manager/assistant to the business manager. The position includes managing the enrollment process, student/family demographic data, student schedules, student attendance, and the overall student information system. The position also includes management of personnel files, liaison to the information technology (IT) team, and mentorship of office personnel. |                                                  |
| <b>Minimum Qualifications:</b><br>Successful experience managing a student information system (SIS) at the PreK-12 or higher ed.<br>Successful experience managing front office operations of a school at the PreK-12 or higher ed.<br>Keen attention to detail for compliance with law, regulation, policy, and procedure.<br>Strong computer literacy skills as evidenced by high level knowledge of/knowledge with Microsoft Office and other computer-based programs and software.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                  |
| <b>Salary and Benefits:</b><br>Compensation salary and benefits are competitive and dependent upon prior experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |
| <b>Work Schedule:</b><br>8-Hours Typically from 7:30am - 4:00pm<br>12-Month Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |
| <b>Market Adjustment Study:</b><br><a href="#">Document #1</a> See Business Operations, District Student Data Analyst, Office Personnel, Registrar, and Technology positions<br><a href="#">Document #2</a> See 2022-2023 Information Systems Specialist and Assistant Business Manager positions<br><a href="#">Document #3</a> See Professional Non-Administrative position<br><a href="#">Document #4</a> See Specialist and Network Administrator<br><a href="#">Document #5</a> See District Support Salary Schedule 226 Days (Professional Support and Executive Administrative Support positions)                                                                                                                                                                                                                                                                                                                                                        |                                                  |

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| <b>Job Title: Assistant to the Business Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                  |
| Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (if earning \$58,656 annually or more full time) |
| Subject to Market Review and Adjustment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                  |
| <a href="#">Administrative Exemption</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  |
| <a href="#">Minimum Salary Exemption</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  |
| Reports To: Executive Director or Her/His Designee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |
| <b>Job Description:</b><br>This position supports the business manager and head administrator with fiscal day-to-day activities along with ensuring the efficient operations of the business office. The Assistant to the Business Manager and Administrative Office (ABMAO) provides support to the head administrator, business manager, other office staff, faculty, students, and parents. She or he is responsible for compliant processes and records for: payroll/payroll records/print payroll checks, reconcile payroll liabilities, process all purchase requisitions, enter invoices, print A/P checks, enter cash receipts, set-up and pay benefits/voluntary benefits, submission of nutrition (CACFP/NSLP) claims, maintain vendor files, and other miscellaneous records. Support for annual audit and prepare for program site visits such as from the NSLP, 21st Century, and CACFP is also required. |                                                  |
| <b>Minimum Qualifications:</b><br>Experience in a School Business Office or similar environment or<br>Experience working in a public/private sector dealing with finance/budget.<br>Experience requirement waived for new/recent college graduates.<br>Familiarity with accounting concepts and terminology.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                  |
| <b>Salary and Benefits:</b><br>Compensation salary and benefits are competitive and dependent upon prior experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                  |
| <b>Work Schedule:</b><br>8-Hours Typically from 7:30am - 4:00pm<br>12-Month Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                  |
| <b>Market Adjustment Study:</b><br><a href="#">Document #1</a> See Business Operations, District Student Data Analyst, Office Personnel, Registrar, and Technology positions<br><a href="#">Document #2</a> See 2022-2023 Information Systems Specialist and Assistant Business Manager positions<br><a href="#">Document #3</a> See Professional Non-Administrative position<br><a href="#">Document #4</a> See Specialist and Network Administrator<br><a href="#">Document #5</a> See District Support Salary Schedule 226 Days (Professional Support and Executive Administrative Support positions)                                                                                                                                                                                                                                                                                                               |                                                  |

# Support Staff Job Descriptions

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| <b>Job Title: Office Clerk</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <u>Non-Exempt</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Reports To:</b> Executive Director or Her/His Designee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Job Description:</b><br>Updates computer database (Infinite Campus), composes and creates intricate documents as needed, serves as a point of contact for information dissemination, completes/prepares for special projects/detailed work in a timely manner, participates in development, implementation and maintenance of databases, analyzes information, prepares and distributes reports, correspondence and other documents, provides substitute coverage, maintains and updates files and records, schedules and arranges for meetings, maintains a complex filing system such as maintenance of cumulative folders, schedules and maintains calendars, works with diverse populations, monitors supplies/materials and equipment for office and receives and orders materials, monitors annual equipment inventory and other assigned duties. |  |
| <b>Minimum Qualifications:</b><br>High school diploma or GED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Preferred Qualifications:</b><br>Strong interpersonal skills<br>Word processing skills specifically Microsoft Office (Excel and Word)<br>Knowledge and understanding of communities served<br>Bilingual preferred                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Salary and Benefits:</b><br>Compensation salary and benefits are competitive and dependent upon prior experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Work Schedule:</b><br>7.5 hrs/day      7:30am – 3:30pm<br>9-Month Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

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| <b>Job Title: Support/Substitute Teacher</b>                                                                                                                          |  |
| <u>Exempt</u>                                                                                                                                                         |  |
| <b>Job Description</b><br>Provide instruction to students in the absense or in support of licensed teachers. Support the social-emotional learning (SEL) of students. |  |
| <b>Reports To:</b> Executive Director or Her/His Designee                                                                                                             |  |
| <b>Responsibilities</b><br>Provide instruction to students in the absence or in support of licensed teachers.<br>Provide SEL support to students.                     |  |
| <b>Qualifications</b><br>Possess current valid substitute license or regular license from the New Mexico Public Education Department (NMPED).                         |  |
| <b>Work Schedule:</b><br>7 hrs/day      7:30am – 3:00pm                                                                                                               |  |

# Support Staff Job Descriptions

## **Job Title: Community Schools Coordinator**

**Exempt** (if earning \$58,656 annually or more full time)

**Subject to Market Review and Adjustment**

[Administrative Exemption](#)

**Reports To:** Executive Director or Her/His Designee

### **Job Description:**

South Valley Preparatory School, a small charter school serving 6th - 8th grade students, is hiring for a Community Schools Coordinator for the 2023-2024 school year. Our mission is to provide a small, safe and unique family learning community where students are prepared for high school and beyond. If you would like to know more about "South Valley Prep" please visit our website at: <https://southvalleyprep.org>

The Community School Coordinator is responsible for the implementation, integration, alignment, and coordination of the community school strategy at the site level. The Community Schools Coordinator is responsible for facilitating the process of whole school transformation and establishing the strategies for positive student outcomes. The Community Schools Coordinator works in partnership with the executive director and the leadership team to conduct ongoing assessment of the school community's needs and assets.

The Community Schools Coordinator facilitates a learning environment in partnership with the leadership team that supports student achievement and wellness based in the 6 key practices of Community Schools:

Collaborative leadership, shared power and voice  
Expanded culturally enriched learning opportunities  
Rigorous community-connected classroom instruction  
Culture of belonging, safety and care  
Integrated systems of support

The Community School Coordinator must work to create a high performing Community School wherein students and families are supported, community members are connected, and successful outcomes emerge

### **Duties:**

Implement the community school framework  
Lead on-going needs and assets assessment  
Facilitate communication between community schools and partners (such as Nature Ninos, Los Jardines Institute, SWOP, etc.) with a community-driven approach to problem solving  
Develop strong partnership between school and community agencies, organizations, and resources  
Serve on leadership team including development of NM DASH 90-Day plan  
Lead equity council  
Plan and deliver support services that promote leadership development, academic support and growth to include workshops, family activity, literacy nights, and experiential enrichment learning opportunities  
Plan and organize learning activities, open houses, family activity nights, 8th grade promotion, career fair, and other events  
Lead communication and marketing efforts for the school such as posting of events on the school's social media platforms such as Facebook and Instagram

### **Qualifications:**

Bachelor's degree in education, social work, counseling, or a closely related field  
Five (5) years of experience working in community organizing, education, healthcare, or social work/social services or related field

### **Preferred:**

Knowledge of and resonates with the values and community of the South Valley  
Experience with local community resources, agencies, and school system  
Bilingual in Spanish  
Experience within a PreK-12 grade setting

### **Work Schedule:**

7:30am – 3:30pm  
12-month contract

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# Support Staff Job Descriptions

## **Job Title: Cafeteria Support Staff**

Non-Exempt

### **Job Description**

To assist in the preparation and service of quality food to students in a quick and pleasant manner.

**Reports To:** Executive Director or Her/His Designee

### **Responsibilities**

- Assist with preparing and serving meals.
- Assist with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions.
- Assist with record keeping.
- Assist cafeteria manager in preparing and serving healthy meals, while adhering to federal and state regulations.

### **Qualifications**

Previous experience with large-scale cooking and food preparation/serving.

### **Work Schedule:**

7.5 hr/day      7:30am – 3:30pm  
9-Month Contract

## **Job Title: Cafeteria Manager**

Non-Exempt

### **Job Description**

Oversee student nutrition services program.

**Reports To:** Executive Director or Her/His Designee

### **Responsibilities**

- Complete necessary paperwork and activities to include but not limited to:
- Compliance documentation for NSLP and CACFP programs.
- Menu planning.
- Maintenance of production log.
- Prepare meals.
- Ordering of food and non-food items.
- Meal count documentation.
- Submit claims for NSLP and CACFP.
- Learn to and assume annual responsibilities for NSLP and CACFP.
- Manage budget.
- Maintenance of cafeteria@southvalleyprep.org account and digitizing of all documents.
- Direct certification/Nova reporting.
- Community Eligibility Program (CEP) reporting.
- Schedule required inspections.
- Prepare for annual audit and CACFP/NSLP site visits.
- Mentor and train food preparer and server.

### **Qualifications**

Previous experience with large-scale cooking and food preparation/serving.  
Experience with and documentation for USDA, CACFP, NSLP and related requirements.

### **Work Schedule:**

7.5 hrs/day      7:30am – 3:30pm  
9-Month Contract

### **Market Adjustment Study:**

- [Document #1](#)      See Food Services Specialist position
- [Document #2](#)      See Grade 2 and 3 positions
- [Document #3](#)      See Class 4 position
- [Document #4](#)      See Admin II and Admin III
- [Document #5](#)      See Unlicensed Manager and Coordinator positions

# Support Staff Job Descriptions

## **Job Title: After School Coordinator**

**Exempt** (if earning \$58,656 annually or more full time)

**Subject to Market Review and Adjustment**

Administrative Exemption

**Reports To: Executive Director or Her/His Designee**

### **Job Description:**

South Valley Preparatory School, a small charter school serving 6th - 8th grade students, is hiring for a Community Schools Coordinator for the 2023-2024 school year. Our mission is to provide a small, safe and unique family learning community where students are prepared for high school and beyond. If you would like to know more about "South Valley Prep" please visit our website at: <https://southvalleyprep.org>

### **Responsibilities:**

Assist in planning and successful implementation of after school program.  
Recruit and enroll students into the program.  
Provide academic assistance and support to all students during designated times.  
Promote participation of students, school staff, volunteers, and parents.  
Plan and implement a variety of extra-curricular activities for after school.  
Gather and maintain student data for evaluation and compliance purposes.  
Maintain student attendance records.  
Communicate and coordinate activities with school and community representatives.  
Work and communicate well with parents and community.  
Implement student discipline according to student handbook.  
Serve snack or meals and ensure documentation for the food program is maintained.

### **Qualifications**

Experience working with children in school or before/after school program.

### **Preferred:**

Knowledge of and resonates with the values and community of the South Valley  
Bilingual in Spanish  
Experience working with children in school or before/after school program.

### **Work Schedule:**

3 hrs/day 3:00pm - 6:00pm  
9 month contract with possibility of 1- month extension for summer program oversight