



NORTH OAKLAND COMMUNITY CHARTER SCHOOL

1000 42nd Street, Oakland, CA 94608
fax 510-655-1222

www.noccs.org

Seeking Part Time (.8 FTE) Office Manager

About the Position

North Oakland Community Charter School (NOCCS) seeks a passionate, experienced, and knowledgeable Office Manager to join our dynamic community.

The Office Manager will collaborate with the NOCCS Director, Business Manager, and board of directors to lead the full professionalization of our back office services and operations that support the school in its ability to pursue and achieve its mission, guiding principles, and educational priorities. Duties and outcomes for this position will include the following:

Student Services

- Track daily attendance and monitor attendance issues
- Facilitate and monitor independent study contracts
- Monitor and update student cum and special education files
- Provide assistance to support students' education and experience at NOCCS

Data Systems & Compliance

- Oversee all aspects of Powerschool use and implementation
- Complete local, state, and federal compliance reporting
 - Monthly attendance
 - P1, P2 Reporting
 - Class Size Reduction
 - Federal Consolidated Application
 - CALPAD
 - PAIF
 - Language Census
 - Other
- Audit and update employee files

Business Operations

- Coordinate hot lunch program and reporting
- Coordinate employee time sheets
- Coordinate substitute teacher coverage
- Coordinate equipment repair and upkeep
- Coordinate office and building supplies ordering
- Coordinate petty cash, BB Scip, Café, and other programs involving the exchange of cash
- Coordinate school purchasing
- Coordinate check requisition and reimbursements
- Audit and update business operations files

Recruitment, Admissions, and Student Registration

- Create and update admissions materials
- Create and implement student outreach plan to attract new students to NOCCS
- Coordinate and conduct school tours and open house events

- Coordinate new student day
- Coordinate all aspects of the NOCCS student lottery
- Coordinate student registration

Administration

- Coordinate director's calendar
- Provide office reception
- Provide reception and information for families and visitors
- Other duties as assigned by the Director

Facilities and Safety

- Coordinate updating of the NOCCS safety plan
- Oversee earthquake preparedness and education
- Oversee all maintenance activities
- Oversee building security (keys, alarm codes, etc.)
- Oversee building use and rental
- Supervise custodial contractors

The Office Manager will work with the NOCCS Director to establish a realistic work plan and priorities in the areas outlined above. The Office Manager will be supported by the Business Manager, and Abacus Charter School Accounting to perform some of the functions described above.

Qualifications

NOCCS seeks candidates with the following qualifications and experience:

- Deep understanding of and direct experience with public/charter school finance, operations, and/or development.
- A proven track record of creating systems and processes that increase productivity.
- Experience managing and developing back office staff, and implementing initiatives that yield increased revenue.
- Excellent communication, collaboration, management, and leadership skills.
- Ability to work with a variety of stakeholders in the school from staff to parent/family volunteers.
- Ability to multi-task and manage multiple demands, projects, and priorities.
- Commitment to our school's mission and guiding principles and dedication to the growth of our school as both an institution and a model.

About NOCCS

The North Oakland Community Charter School (NOCCS) is a public school dedicated to helping children to become thoughtful, informed, and inquisitive citizens. NOCCS is a vibrant, diverse learning community driven by respect for each child's unique intelligence and history. Our school's dynamic and challenging educational approach deepens the intellectual and social capacities of each child that we serve.

NOCCS is driven by ten core principles that anchor and guide our community and its work, and provide a vision to which we aspire as a learning community. These principles include: (1) respect for children and their learning; (2) high expectations; (3) a caring community of learners; (4) valuing diversity; (5) connections to the world; (6) a commitment to equity; (7) families' contributions; (8) respect for teachers and teaching; (9) creativity; and (10) teaching for understanding.

Since opening its doors in September of 2000, NOCCS has grown from a tiny one classroom school serving 20 students to a vibrant community of learners that, at full capacity in 2010 – 2011 will have a full enrollment of approximately 210 students. The NOCCS student body is a diverse group of learners

that includes 16% African American, 48% White, 30% Multi-Ethnic/Decline to State, 2% Hispanic, and 4% Asian. Over 25% of our student qualify for free or reduced priced lunch. Over the next several years, we anticipate continued diversification of our student body due to a combination of our expansion to a K-8 educational institution, increased outreach efforts, equity-based policy efforts, and our new geographic location within a highly diverse neighborhood area.

NOCCS stands out as one of Oakland and the Bay Area's most successful progressive education urban charter school models. Since its inception in 2000, NOCCS has ranked as one of the area's top schools. For each of the past four years of our chartering period, the school has achieved an Academic Performance Index (API) ranking of over 800, with a recent significant jump of 30 points to our current level of 880. Our most recent API ranking places NOCCS as the 11th highest achieving school out of Oakland's 70 public elementary schools, and 4th highest out of Oakland's 23 public middle schools. Our charter was unanimously approved for a third five year term in February of 2010.

About our Educational Philosophy and Program

From the very beginning, NOCCS has embraced and been built upon a progressive and equitable educational philosophy and program. Directed by and aligned to our powerful guiding principles, a NOCCS education seeks to develop in students the ability to think critically, express creatively, and to act thoughtfully in an increasingly complex and interconnected world.

Students at NOCCS are consistently challenged – from a very young age – to critically consider, analyze, and synthesize multiple viewpoints and sources of data; consciously understand and implement a variety of strategies when attempting to solve problems; effectively work both autonomously as well as collaboratively, to develop, revise, expand and express their understanding of concepts and their demonstration of skills; and to authentically empathize and to work in a kind, caring manner to understand and resolve conflicts in a way that strengthens and builds our community of learners.

The NOCCS curriculum, with an emphasis on Teaching for Understanding, is designed to enable students to meet and/or exceed grade level standards through the exploration of in-depth, powerful, disciplinary-based skills, ideas, and strategies. As such, our pedagogy incorporates a number of best practices for effectively and equitably building mastery of skills and content as well as critical thinking and reasoning. These teaching strategies range from direct, explicit skills instruction to workshop and project-based formats that include and emphasize differentiated and individualized support for each learner and the use of reflection to build on-going understanding. Our well-articulated learning units include a number of inquiry, projects, and constructivist-based projects and modalities with a focus on higher level thinking skills that support the students in developing the skills of application, analysis, evaluation, and creation as well as the habits of collaboration, reflection and revision. The arts, environment, service-learning, peacemaking, and technology are integrated into our instructional units and strategies in order to enable students to both collect, learn, conceptualize, and internalize information as well as effectively, creatively, and meaningfully demonstrate their new knowledge, strategies, and skills – often ways that are connected to the “real world” and/or help others in our community to learn and grow as well.

Our educational program structure, school day, and culture are explicitly designed to support this ambitious and authentic vision of student achievement. Kindergarten through fifth grade students are placed in multi-age classrooms for the majority of their academic subjects, as teachers loop with student cohorts over a two year period, thus enabling teachers to develop deep relationships with each student and his/her family that support both developmentally attentive academic learning and social-emotional growth, as well as built-in leadership and community-building opportunities among and between students. Students in 6 – 8th grade participate in a variety of structures including team-taught cored block-scheduled classes, advisory programming, and service-learning cohorts that enable them to develop deep and supportive relationships with both peers and their teachers over a three-year period. The school day is flexibly designed to enable teachers and students to work on both single lesson workshops, as well as multi-day/longer term projects that allow teachers many opportunities to

individualize and/or differentiate support and instruction to meet the needs of a variety of learners. Electives are scheduled in order to both expand the educational opportunities available to students, as well as to support effective team planning, reflection, and collaboration among teaching staff.

See our website for more information: www.noccs.org

Salaries and benefits are competitive and commensurate with experience.

Interested parties are encouraged to apply by May 19, 2010.

Interested candidates, who meet the above requirements, please email the following application materials to director@noccs.org or mail them to:

**Hiring Committee
North Oakland Community Charter School
1000 42nd St.
Oakland, CA 94608**

1. Resumé
2. Cover letter, including a description of your experience/accomplishment with office management, charter school operations, finance, and/or development
3. 3 Professional References