



JOB POSTING: Administrative Assistant

Work in a Spanish immersion school where innovation and collaboration are at the core of our daily routine. Our diverse team of educators believe in antiracist education and trauma sensitive teaching.

DESCRIPTION: Administrative Assistant / School Secretary

- ◆ Monday-Friday, 7.5 hours per day 8:00-4:00pm
- ◆ Assistant to the Charter Director
- ◆ Customer support with students and families
- ◆ Maintains healthy daily operations of the school.

QUALIFICATIONS:

The ideal candidate is reliable, friendly, computer literate, detailed oriented, enjoys working with the public, and can handle several tasks at once. Must possess fluency in both Spanish and English and have strengths in collaboration. Experience in a school setting is preferred.

GENERAL INFORMATION:

At Fuente Nueva offers a full Spanish immersion program. Students learn a second language by studying all core content areas in Spanish. English is formally introduced in second grade with just four hours of instruction a week. The amount of formal English instruction increases as the students matriculate through the grades.

SALARY:

\$15.66-\$16.13/hour depending on experience

APPLICATION:

To apply, follow the job link below to the Humboldt County Office of Education. Position is open until filled. <https://hcoe.org/jobs/>

For more information about our school visit our website at the link below.

<http://apps.humboldt.k12.ca.us/sites/fuentenueva/>

