



LA CHEIM SCHOOL, INC.



Job Description

Job Title: Administrative / Student Services Coordinator

Work Location: El Sobrante / Concord (site TBD)

Division/Department: School Program

Reports to: School Program Director

Full-time

Part-time

Exempt

Nonexempt

Essentials Administrative Duties:

- Manage front desk, answer phones, and greet students, families, and visitors.
- Maintain calendars, schedule meetings, aligned with District and County timelines.
- Responsible for accurate production of correspondence, client reports/records, client attendance, transcripts, and other documentation as required.
- Maintain confidentiality of all school documents.
- Maintain current and accurate contact information and demographics in the school database.
- Assist with maintaining IEP files
- Submit daily, weekly, and monthly, student attendance to program and billing staff as required
- Maintain office supplies through purchase orders to ensure that the office is clean and inviting.
- Manage and distribute petty cash and reconcile on required form, maintain receipts
- Responsible for all outgoing mail including, but not limited to, student records/information, school and calendar events, invitation and flyers, student and staff birthdays, and student and staff recognition events.
- Respond appropriately to all requests for information, to include school records, and transcripts

Additional Administrative Duties:

- Responsible for tracking and maintaining all staff trainings, attendance, and compliance of all trainings.
- Collect, maintain, and distribute records and forms for Program Director; create forms as needed.
- Create Medi-Cal and IEP charts upon new student intake
- Maintain the vehicle maintenance binder to assist with fleet management
- Responsible for posting and keeping required documentation up to date as required by state, city, HIPAA Compliance, and La Cheim School guidelines.
- Schedule, assist with, record, and maintain documentation of all required emergency drills.
- Provide and secure timely technical support to ensure program technology is working appropriately
- Maintain office equipment to ensure non-interruption in workflow for staff and students.

Student Services Duties

- Maintain client confidentiality.
- Coordinate daily transportation for students to and from school, field trips, and events as appropriate.
- Assist classroom teachers and therapists with planning, organizing, and service delivery
- Co-facilitate and assist with student activities in the milieu as needed.
- Assist with Jobs Program, mock interviews, employment paperwork, assist with securing student IDs with team.

- Assist with school meals programs, meal planning, shopping and meal prep if needed
- Be familiar with academic and behavioral goals for each student and encourage students in the milieu.
- Assist with the development of positive behavior interventions and plans for students.
- Intervene in crisis situations as directed, always following Pro-Act principles.
- Responsible for writing Medi-Cal process notes to document services with clients one-on-one.
- Events planning, holiday meal planning, and graduation
- Other duties as assigned by the Site Director/Administrative Team.

Physical Requirements

The following is the extent of the specific activity for this position:

- Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously
- Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously
- Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes
- Crouching – up -to ½ hour not continuously; kneeling – up to a few minutes
- Balancing – up to 0 hours; pushing or pulling – up to a few minutes
- Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours
- Repetitive use of hands – up to 3 hours.
- Use of feet/standing – up to 6 hours.
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity -8 hours within normal limits and may be with glasses, contact lenses or hearing aids
- Driving cars and vans; Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
- Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, or political affiliation.

Print Employee Name:

Employee Signature:

Date: