



## Administrative Assistant/Assessment Coordinator

Liberty Common High School is seeking an Administrative Assistant primarily responsible for support duties with standardized test administration as well as other administrative duties for the 2018-2019 school year at Liberty Common High School, a Poudre School District charter school dedicated to Core Knowledge principles, classical education and college preparation. The school currently enrolls over 540 7<sup>th</sup> – 12<sup>th</sup> grade students. Liberty Common High School is the state's top-performing institution, and is located at 2745 Minnesota Dr., Fort Collins, CO.

### Key Job Responsibilities:

- Support to the Assistant Principal for Academics in coordinating and administering NWEA, CMAS, PSAT, SAT, and AP assessments.
- Support in the Academic Advising Program.
- PowerSchool Administration including: reports and transcripts, setup, troubleshoot, maintaining student data, facilitating parent access, and generally assisting in maintaining efficient student- record systems.
- Scheduling: Support in creating master schedule using PowerSchool software.
- Provide assistance with Junior High student scheduling including coordinating and organizing events for 6th Grade students.
- Assist in coordinating school-wide events, assemblies and gatherings.
- Perform other common school-office and clerical duties as required in support of Assistant Principal for Academics and other administrators.
- Assist the Athletic Director with administration of eligibility, communication, registration, scheduling, and other administrative tasks.

### Back-up coverage and support to the following areas:

- Assist with front office coverage
- Supports school administration and instructional staff.

### Minimum Requirements:

- Desire and willingness to learn about Liberty's history and philosophy and to uphold and promote the mission and values of the school.
- Demonstrated ability and willingness to represent the school in a professional and courteous manner to parents, students and visitors.
- Demonstrated computer literacy including word processing and spreadsheets.
- Demonstrated ability to work effectively in a dynamic, customer-driven environment.
- Demonstrated skill in prioritizing and successfully completing multiple tasks and projects
- Excellent communication skills.
- Ability and willingness to be part of a hard-working, active team.

### Desired Qualifications:

- Understanding of Liberty Common High School's history and a commitment to maintaining and promoting the school's mission and values.
- Experience in an office or school environment.
- Experience with relevant software packages including Powerschool, Naviance, and the software portals for the assessments listed above.

For more information about Liberty Common School and Liberty Common High School, visit <http://www.libertycommon.org>. Application must include letter of application, resume, and three references with phone numbers. Job posting will remain open until the position is filled. To be considered for this position, all three items must be submitted.

Apply to Mr. Torgun Lovely, Principal via e-mail ([tlovely@libertycommon.org](mailto:tlovely@libertycommon.org)) or post mail (Liberty Common High School, 2745 Minnesota Dr., Fort Collins, CO 80525).