



Equipo Academy Job Description
Bilingual -Operations Office Assistant & First Aid Safety Assistant (FASA)

Equipo Academy seeks a bilingual First Aide Operations Office Assistant (FASA) to provide general administrative support in an office/schoolwide operational setting and to render basic first aid to students.

About Equipo Academy

Equipo Academy is a 6th-12th grade college prep charter school beginning its tenth year of operation. Our mission is to empower all students to meet high expectations, excel to and through college, and become transformational leaders within their community. To accomplish this mission, Equipo Academy needs to provide consistent support for all students, including those with IEPs.

Job Position:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- Performs a wide variety of support duties throughout the daily operations in compliance with Equipo Academy pre- established policies, procedures, and guidelines.
- Must have professional customer service skills and be able to communicate directly with the public and families/students.
- Performs various clerical tasks (i.e., sort materials, file paperwork, type correspondence and instructional materials, collect fees, make copies, copier maintenance and communication with techs, supplies for staff, etc.).
- Responsible for the confidentiality of medical information.
- Assists with the administration of medication to students
- Updates and maintains health records and immunization records.
- Lead/Train a group of assistants for CPR/AED Emergencies and drills
- Prepares and maintains health-related letters, reports, and information on forms, as direct
- May administer first aid and/or Cardiopulmonary Resuscitation/Automated External defibrillator (CPR/AED) as necessary.

QUALIFICATIONS

- *High school graduation or other equivalents (i.e., GED, etc.).*
- At least 2 or more years of experience with customer service and or working in a school setting. Three references will be required from your previous employers.
- *Pass Full Background and Fingerprint Check through Nv Dept. of Public Safety*
- *CPR/AED certified*
- A valid driver's license & Social Security Card or Valid Passport
- Health card certification from SNHD

Term, Compensation, and Benefits

The position is a FT salaried position with health benefits and NV Pers.

Equipo Academy is an equal opportunity employer to all employees and candidates without regard to race, color, religion, gender, sexual orientation, nationality, age, disability, marital, military status or any other discriminatory basis as defined by federal or state regulations.