

EXPERIENCE AND TRAINING:

High School diploma or equivalent and experience that indicate possession of the knowledge and skills necessary to perform the duties listed above.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Hearing and speaking to exchange information. Sitting for extended periods of time. Lifting, carrying, pushing and pulling objects up to 25 pounds. Bending at the waist, kneeling or crouching to shelve and retrieve materials. Reaching overhead, above the shoulders and horizontally. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EEO It is the practice of Blue Oak Charter School to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Blue Oak Charter School will provide reasonable accommodations for qualified individuals with disabilities.



K-8 WALDORF-METHODS PUBLIC CHARTER SCHOOL

Executive Assistant

Purpose Statement

The purpose of the Executive Assistant is to support, coordinate, schedule meetings and events for the Executive Director, Blue Oak Charter Council and the various Charter Council committees. This includes communication, preparing, distributing reports and materials for committee/council members. This position also works closely with the Community Liaison providing information and support for overall school communication and planning.

Essential Functions

Under the direction of the Executive Director the Executive Assistant is to assist or perform the following:

Charter Council, Committees and Other Meeting Documents

- Maintain Charter Council, committees and other meeting records and post to website
- Attend meetings, distribute meeting information and take meeting minutes
- Arrange for meeting spaces and set up prior to the meetings

Daily Responsibilities Include

- Meeting with the Executive Director to plan and discuss scheduling and obtain signatures on various documents
- Contact parents, faculty and staff, vendors and community members to set up meetings
- Prepare the listing of staff members who are absent
- Check the Dept. of Justice information for employee and volunteer status
- Manage and answer e-mails as well as send e-mails on behalf of the Executive Director
- Log request forms and distribute as appropriate with follow-up
- Prepare calendar updates and distribute information to the Community Liaison
- Manage substitute arrangements
- Work with Edjoin for applicants, hiring and job postings

Reports

- Respond to requests for information from Chico Unified and BCOE
- Assist with the collection of audit information and documents

Equal Opportunity Employer

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BP 3300 – Combination of Classes (Minimum Class Size)

1. Purpose

This policy defines how and when a decision is made to combine classes due to minimum student enrollment. Although it is common practice in Waldorf schools to combine different grades into one classroom, this policy is specific to the combination of students in the same grade level.

2. Background

Blue Oak School believes in the value of small class size. However past history has shown that at times a particular class has had enrollment drop below a threshold in which it is not ideal for student learning and healthy socialization nor is it fiscally viable to the overall school budget. Due to the unique practice of “looping” in a Waldorf school, this often causes upset and confusion for students and teacher who have been together for several years.

3. Guidelines

Blue Oak recognizes that enrollment tends to increase and decrease throughout the year. Most grades at Blue Oak are double tracked, meaning there are two classes per grade.

The current class caps are as follows:

Kindergarten 22

Grades 1 – 3 28

Grades 4 – 8 28

Each grade level should not have two classes that combined, are equal to or less than the cap for that grade level.

For instance, if the school has two 8th grade classes with 14 students in one class and 14 students in another; this would trigger a discussion on the combination of the two classes.