Seeking an Administrative Support Specialist primarily responsible for logistic and support duties beginning immediately at Liberty Common High School (LCHS), a Poudre School District charter school dedicated to Core Knowledge principles, classical education and college preparation. The position is temporary. The hours will vary depending on demand for administrative support, but will likely be between 25-35 hours per week. Work hours may also be conducted at Liberty Common Elementary School should the need arise.

### Regular Duties:

- Provides quality customer service in the school’s front office.
- Assists in maintaining efficient student-record systems, seating charts, health logs, etc.
- Provides clerical and administrative support to all Liberty faculty and staff.
- Assists in coordinating school-wide events, assemblies, and gatherings.
- Provides coverage and support for before-school, lunchtime, and after-school student-supervisory duties.
- Other common school-office and clerical duties as required.

### 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.
- Experience in office or school settings.
- Demonstrated ability and willingness to represent the school in a professional and courteous manner to parents, students, and visitors.
- Demonstrated ability to work effectively in a dynamic, customer-driven environment.
- Demonstrated computer literacy including proficiency with Microsoft Suite and GSuite applications.
- Demonstrated skill in prioritizing and successfully completing multiple tasks and projects.
- Excellent communication skills.
- Abilities to sit and stand (conducive to an office environment) for extended periods of time.
- Ability to lift and move loads of up to 30 pounds over short distances.
- 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.
- Bachelor’s degree from an accredited college or university.

### Compensation:

- Hourly pay rate of $15/hour.
- Enrollment in Colorado’s Public Employees Retirement Association (PERA) and employer contributions to your PERA retirement account.
- Earned sick leave in accord with Colorado’s Healthy Families and Workplaces (HFWA) Act.

For more information about LCHS, visit [http://www.libertycommon.org](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 turned in.

Apply to Mr. Torgun Lovely, Principal | Email: tlovely@libertycommon.org | Or post mail: Liberty Common High School, 2745 Minnesota Dr., Fort Collins, CO 80525