



Program Assistant- Futures Academy

REPORTS TO: Principal – Futures Academy

FLSA Status: Non-Exempt

Position Summary: The Program Assistant works at Futures Academy. This position is responsible for organizing and providing support to Futures Academy staff and students in order to foster organizational effectiveness and efficiency. This position is full-time with benefits. Bilingual in English/Spanish preferred.

Futures Academy serves students ages 17 to 21, who have too few credits to receive a traditional high school diploma, but are interested in furthering their education and pursuing post-secondary opportunities. Through a partnership with Colorado Youth for a Change and Aurora Public Schools, Futures Academy provides students with the resources, guidance, and academic instructional that allows them to earn college credits (up to an associate's degree), technical certifications, a GED, or a combination of the three. Futures Academy combines a competency-based approach to teaching and learning with targeted case management to help students overcome barriers to academic and personal success in a safe and supportive learning community that respects and values the strengths and experience of each student.

Essential Functions

- Answering Futures main office phone and relaying messages
- Greeting and registering visitors
- Creating and maintaining filing systems
- Entering attendance in Infinite Campus as needed
- Maintaining and organizing supplies (food, medical, and office/school supplies)
- Helping to set up and clean up breakfast/snack/lunch
- Maintaining lunch tracking system for Aurora Public Schools Nutrition Department
- Tracking receipts and completing expense reports for credit cards
- Entering student schedules and running reports in Infinite Campus
- Point person for outside service providers (copy machine, Comcast, etc.)
- Other duties as assigned

Other Duties

The primary duties of a Future Academy staff member include:

- Integrating CYC's value and culture statements into daily practice: growth, inclusivity, integrity, community, excellence, and appropriate boundaries.
- Working as a team with other staff to help orient and retain students in the program
- Maintaining high expectations for all students regardless of their incoming abilities and experiences

- Participating on committees that develop, improve, and maintain school structures
- Participating in and seeking out professional development opportunities provided by Futures, CYC, or external organizations
- Attend and participate in staff meetings as required
- Run errands as needed using personal transportation
- Attend relevant community and school meetings
- Other duties as assigned by the Principal

Knowledge, Skills, and Abilities

- Spanish speaker preferred
- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner
- Excellent written, oral communication, and interpersonal skills
- An ability to “change gears” and work collaboratively with internal staff and external partners
- Good organizational skills with the ability to balance and prioritize multiple tasks and requests and meet deadlines in a professional manner
- Focused attention to detail
- Experience and comfort working with adolescents from diverse backgrounds as well as their families and support networks as it relates to education
- Advocacy skills, which encourage and promote education and returning to school as the best option for youth
- Appreciation of clear and appropriate boundaries with youth
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- Commitment to supporting and being a part of CYC’s effort to continually strive toward inclusivity and growth and appreciation of the organization and each individual’s unique strengths and perspective, including a commitment to self-development identity work
- Dedication to engaging staff and students across social identities
- A willingness to engage in ongoing personal and professional reflection and growth

Minimum Qualifications

- A minimum of two years of experience working with high risk adolescent populations and at least one year of experience working in an office setting

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

Program Assistant – Futures Academy

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				x	
Walking		x			
Standing		x			
Running	x				
Bending or twisting			x		
Squatting or kneeling			x		
Reaching above shoulder level		x			
Climbing (e.g. ladders)	x				
Driving cars, light duty trucks		x			
Driving heavy duty vehicles	x				
Repetitive motion of hands/fingers					x
Grasping with hand, gripping			x		

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			x		
Lifting/carrying 26-50 pounds		x			
Lifting/carrying more than 50 pounds	x				
Pushing/Pulling			x		
Using Foot Controls		x			
Work in/exposure to inclement weather	x				
Work in/exposure to cold water	x				
Exposure to dust, chemicals or fumes	x				
Work/live in remote field sites	x				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases			x		
Exposure to blood, body fluid, or potentially contaminated materials	x				
Exposure to needles or sharp implements	x				
Use of hot equipment (e.g., ovens)	x				
Exposure to electrical current		x			
Seeing objects at a distance		x			
Seeing objects peripherally		x			
Seeing close work (e.g., typed print)					x
Distinguishing colors			x		
Hearing conversations or sounds					x
Hearing via radio or telephone					x

	NA	NE	O	F	C
Communicating through speech				X	
Communicating by writing/reading				X	
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date