



## **Position: Operations Assistant**

11/3/25

Join a positive, collaborative school community! Apply your organizational skills, attention to detail, and ability to connect with children and families to help our school thrive each day. In this role, you'll support daily operations, maintain school records, and provide a warm, welcoming presence for students and families. You'll work collaboratively with our community to foster a culture of joyful learning where children can become their best selves.

The ideal candidate will bring experience working with children, excellent organizational skills, and the ability to balance multiple responsibilities in a dynamic school environment.

### **Why Join Acera?**

Acera is a progressive, independent school serving gifted students ages 5 to 15. Students explore and learn at a pace appropriate to each child's unique motivation and potential, not their age. Our culture is not about pressure to achieve; it is about freedom to thrive. Become part of a vibrant community, where 93% of students like or love coming to school every day. We support our students' innate curiosity and love of learning. Through developing EQ, complex and creative thinking skills, and systems awareness, we develop thinkers and innovators who will be able to make positive change in our world.

### **Acera: The Massachusetts School of Science, Creativity and Leadership**

5 Lowell Avenue, Winchester, MA 01890 (8 miles north of Boston)

### **Job Duties & Key Responsibilities**

- Front Office Support
  - Greet all incoming students, families, and guests warmly and professionally, determining their needs, checking scheduled appointments, and directing them to the proper person.
  - Maintain accurate school records, including attendance, family communications, and administrative documentation.
  - Monitor and maintain building access, visitor, and security protocols at the main entrance.
  - Assist with basic student first aid and ensure accurate documentation of all first aid incidents.
  - Maintain and update student records in accordance with school policies, including maintaining emergency contact lists.
  - Uphold confidentiality and handle sensitive student, family, and school information with discretion and professionalism.
  - Contact parents/guardians regarding student early dismissals or late arrivals.
  - Answer and direct phone calls professionally, including taking and relaying messages accurately.
  - Handle general inquiries about admissions, programs, and school policies.
  - Receive packages and create a system for delivery or pick up by staff within the building.
  - Manage lost and found items.
  - Manage the front desk area to keep it organized and welcoming.
  - Know and execute emergency protocols (lockdowns, evacuations, medical emergencies); ensure first aid kits and class bags have supplies.



- Operations Support
  - Uphold school attendance system including tracking late arrivals and early dismissals, contacting families, and communicating with teachers and staff.
  - Assist with daily dismissal by greeting families who come inside and connecting them with their students.
  - Manage school supply inventory, including fulfillment of staff requests and restocking as needed.
  - Support academic and building operations through materials preparation, scheduling, and organizational support.
  - Assist with the implementation of processes and procedures to improve operational efficiency.
  - Supports school events including assisting with logistical support.

### **Qualifications**

- Bachelor's degree required
- At least 2 years of relevant experience in education, enrichment programming, or nonprofit operations.
- Strong communication and interpersonal skills.
- High emotional intelligence and sound judgment under pressure.
- Exceptionally organized and efficient, with strong time management and a sharp eye for detail.
- Proficiency in Google Suite and Microsoft Office as well as experience with a school information system.
- A growth mindset and enthusiasm for ongoing learning and professional growth.
- Comfort handling sensitive information with discretion.
- Flexibility and problem-solving skills in a fast-paced environment.

### **Salary & Benefits**

- \$45,000 – \$52,000 annually
- Health care benefits, Federal/State holidays off
- Two weeks of accrued vacation in addition to school breaks in December, February, and April.
- Full time year round position.
- School-aged children of full time employees are able to attend Acera's after school program free of charge.
- School aged-children who qualify and independently apply for and are granted admission to Acera typically receive a financial aid stipend, capping annual tuition at \$17,000/ year.

### **Schedule:**

- Monday – Friday 8:30 AM – 4:30 PM



## **Working Conditions**

- Prolonged periods standing and walking throughout school, classroom, and campus, including climbing stairs.
- Must be able to assist students who have physical difficulties.
- Must be able to kneel, sit, stand, crawl, push, and pull to assist children throughout the day.
- Must be able to traverse the space and adjust one's tone and height, by bending or leaning.
- Prolonged periods sitting and working on a computer.
- Must be able to lift up to 15 pounds at times.

## **Application**

Please submit a cover letter and resume, along with a brief statement outlining your approach to supporting a thriving school environment, any relevant experience or training in independent or gifted education settings, and compensation expectations to [hiring@aceraschool.org](mailto:hiring@aceraschool.org).

## **Start Date**

Anticipated start date: As soon as you are available.

## **Equal Opportunity Employer**

Acera is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, gender identity, sexual orientation, age, genetic information, disability, pregnancy or pregnancy-related condition, military or veteran status, marital status, arrest record (consistent with Massachusetts law), or any other characteristic protected by applicable federal, state, or local laws. All offers of employment are contingent upon successful completion of required background checks.

## **Conditions of Offer**

All offers of employment are contingent upon CORI, SORI and fingerprint-based background checks, as required by the laws of the Commonwealth of Massachusetts. Under the Immigration Reform and Control Act (IRCA), our organization is required to verify the identity and work authorization of all newly hired employees. Therefore, if you accept this position, you will be required to complete a Form I-9 upon hire. Within 3 days of beginning employment, you will need to supply acceptable documentation (as noted on the Form I-9) of your identity and work authorization.