

OFFICE ASSISTANT

Legacy Academy is a growing and expanding K-8 Charter School in Elizabeth, CO. This growth creates the need for new teachers at our school.

Our Mission - Legacy Academy exists to cultivate strong character, a deep appreciation for academic excellence, and meaningful connections among students, families and educators.

Our Vision - Legacy Academy aspires to be a model of academic excellence, student-focused learning and strong school-family partnership — preparing students to thrive in a complex, changing world.

Our Ethos **CHARACTER. COMMUNITY. EXCELLENCE.**

Legacy Academy seeks candidates who will:

- Embrace the Mission and Vision of Legacy Academy.
- Strive to be a good **Character** role model each day toward students and adults
- Enthusiastically engage with other members of the Legacy Academy **Community**.
- Understand the primary reason a school exists is to provide an opportunity for each student to achieve academic **Excellence**.

Responsibilities:

Works with the office team to organize the day-to-day activities of Legacy Academy.

Assists with Finalsite and Infinite Campus programs.

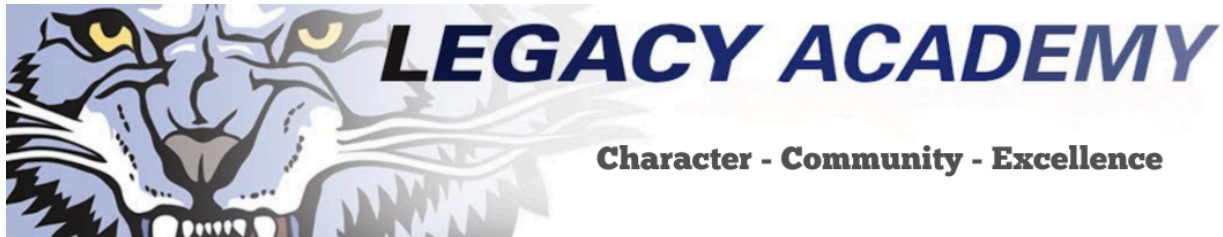
Maintains a high level of confidentiality for student and staff records.

Serves as a backup for answering phone calls and greeting visitors.

Is consistently productive during the work day.

Cross trains to understand a variety of duties in the office

Creates positive relationships with other Legacy Academy staff and lives out the social contract created by staff.



Models professional and ethical standards when interacting with students, staff, community, and parents.

Communicates effectively when writing, speaking, and listening.

Arrives on time prepared for each workday, including days with students, parent-teacher conferences, and teacher in-service days.

Title: Office Assistant

Contract: Full-time position - 195 days

Reports To: Office Manager

Salary: \$25-\$35 an hour. Pay is based on experience, qualifications, and alignment with Legacy Academy mission, vision, and philosophy.

Date Posted: 4-17-26 Open until filled

Job Qualifications:

- Business and/or office experience
- Possess strong business/office knowledge and skills
- Tech skills to effectively operate a variety of computer systems and databases
- Can adapt to a fluid work environment
- Self-motivated to produce quality work
- Willing to work occasional days in the summer

Benefits:

- Eligible for health, vision, dental, health savings account (HSA)
- District paid and voluntary additional (supplemental) life and accidental death and dismemberment insurance
- Short and long-term disability
- Critical illness and accident voluntary insurance
- Voluntary 401(k), 403(b) and 457 retirement plan options
- Eligible for paid sick leave and personal time