



1840 Junior Management Assistant Department of Technology

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 57,000 students who speak more than 44 documented languages across 132 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement, requiring broad collaboration across an array of strategic partners. In 2014 SFUSD created an inspiring statement, [Vision 2025](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, [Transform Learning. Transform Lives](#), SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

As the 1840 Junior Management Assistant you will report to the Director of Operations and Administration and, under supervision, will perform general administrative functions with rotating assignments. As a member of the Department of Technology, you will be part of the transformational work to deliver on the promises outlined in both [Transform Learning. Transform Lives](#), as well as our long-term, city-wide North Star, [Vision 2025](#).

The key responsibilities of the 1840 Junior Management Assistant, Operations are:

- ensuring that the Department's employees are paid accurately and quickly
- maintaining strong working relationships with our vendors
- communicating Department policy
- managing Department assets
- submitting Board Resolutions
- processing Purchase Orders and invoices via GoFAST system
- other duties consistent with the [1840 Class](#)

The strongest candidates will have:

- Expertise with the G Suite of tools, Microsoft Office Suite, and Smartsheets
- Knowledge of San Francisco's public schools/urban public schools and a desire to achieve equitable outcomes for all SFUSD students
- Strong interpersonal skills and the ability to build effective working relationships
- Comfortability with ambiguity and a desire to creatively solve problems and help others

Minimum Qualifications



- Possession of a baccalaureate degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education, or related field, or other areas closely related to specific department program or function.
- Substitution: May substitute up to two (2) years of the required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

What We Offer

SFUSD offers a competitive salary of \$64,920.96 - \$78,624.31 annually, commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.

Non-Discrimination Policy

San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy extends to San Francisco County Office of Education, including community school programs and activities.