

The Office Manager is responsible for overseeing the efficient running of the office operations, working collaboratively with staff, faculty, and parents.

**Position Accountabilities**

- ♦ Provide reliable communication link between the school and the parent body
- ♦ Maintain an efficient and organized office structure
- ♦ Works collaboratively as a part of the Administrative Team and attends weekly meetings
- ♦ Maintains confidentiality when handling sensitive information
- ♦ Ability to work with children

**Primary Responsibilities and Duties**

- ♦ General office management - phone calls, messages, inquiries, updating lists/forms, etc.
- ♦ Daily attendance
- ♦ Coordinate Hot Lunch Program
- ♦ Provide basic first aid when needed
- ♦ Inventory and ordering of office and infirmary supplies
- ♦ Publish weekly Lunchbox Express newsletter
- ♦ Management of student records and transcripts
- ♦ Assisting parents with COVID related questions and navigating school's policies

**Skills and Knowledge**

- ♦ Time management and organizational skills
- ♦ Ability to multi-task
- ♦ Working knowledge of computers, including Word and Excel programs
- ♦ Proficient writing and editing skills

**Qualities**

- ♦ Good communication skills
- ♦ Friendly, helpful attitude
- ♦ Positivity
- ♦ Flexibility
- ♦ Team player
- ♦ Self-motivated and honest
- ♦ Discretion in confidentiality and all matters concerning employees, parents, and students
- ♦ Professionalism in demeanor and dress

**Work Schedule**

Hours are 7:45 a.m. to 3:45 p.m. Monday through Friday during the school year. The Office Manager does not work when school is closed for holiday breaks, mid-year faculty in-service days, or weather closings. It is an expectation to work two days during each Parent-Teacher conference time (fall and spring). The school office is closed in July.



## Office Manager JOB DESCRIPTION

### **Compensation and Benefits**

- ♦ This is an 84% FTE, 11-month hourly position
- ♦ Starting pay is \$15 per hour, based on experience
- ♦ 24-hour accident insurance available
- ♦ 54 hours of Paid Time Off (PTO) are available yearly to be used for sick days, vacation during regular school breaks, or as requested and approved in advance
- ♦ Tuition remission of 84% is offered per student enrolled at PRWS
- ♦ Hot lunch is available Monday through Thursday