

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
- ◆ Work in partnership with the Administrative Team and attend weekly meetings
- ◆ Maintains confidentiality when handling sensitive information
- ◆ Ability to work with children

Primary Responsibilities and Duties

- ◆ General office management - phone calls, messages, attendance tracking, updating lists/forms, maintaining student information system (SIS), etc.
- ◆ 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
- ◆ Assist in COVID related protocols, as necessary
- ◆ SCRIP ordering and distributing

Skills and Knowledge

- ◆ Time management and organizational skills
- ◆ Ability to multitask
- ◆ 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



Office Manager | JOB DESCRIPTION

Work Schedule

Hours are 7:45 a.m. to 3:45 p.m. Monday through Friday during the school year, excluding scheduled breaks, mid-year faculty in-service days, and school closings due to weather. The Office Manager does work two days during each Parent-Teacher conference session in October and February. Summer hours are 8:00 a.m. to 12:00 p.m. Monday through Thursday in June and the first two weeks of August. The school office is closed in July.

Compensation and Benefits

- ◆ This is an hourly, 11-month position, with flexibility during the summer months and scheduled school breaks (84% FTE)
- ◆ Starting pay is \$15 per hour, based on experience
- ◆ 24-hour accident insurance available
- ◆ 54 hours of Paid Time Off (PTO) are offered each year, which can be used for school breaks, sick days, weather closings, or as requested and approved two weeks in advance
- ◆ Partial tuition remission (84%) available