



Title: Office Manager

Grade/Level: Hourly, up to 32 hours

Work Schedule: Somewhat flexible within 8:00am-4:00pm

Job Status: Regular, Part-time

Reports to: Head of School

Positions Supervised: N/A

POSITION SUMMARY

The Office Manager greets and directs all visitors, manages all office phone calls and emails while concurrently supporting various tasks as assigned by the Head of School and McGuffey staff and students. This individual performs a variety of basic clerical tasks related to updating and maintaining organizational records and files.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Read, absorb and interpret office policies and procedures.
- Compile data to produce various reports upon request.
- Execute all tasks and office procedures as directed by the Head of School.
- Maintain organization and security of confidential family and student information, files and records.
- Access, save, print, and file student forms from designated software programs.
- Communicate clearly and professionally with a diverse group of adults and children.
- Establish positive working relationships with staff, students, parents and vendors. Be able to handle nuanced communications in oral and written communication
- Perform clerical services for staff, including but not limited to answering phones, greeting visitors, typing, scanning, copying and laminating.
- Open, sort, and distribute correspondence and packages per office policy. Track order receipts and packing slips.
- Check attendance by 9:30 am each school day, connect with parents of students who are not present to confirm, and update the Compass documentation for teachers.
- Escort late student arrivals to class and maintain documentation of parents.
- Accompany sick children to office for care and supervision and communicate with families regarding pickup.
- Administer student medications per instructions found on the prescription bottle/box or provided by a parent after training by Head of School.
- Update and maintain dismissal lists based on semester contracts and communication with families.
- Create weekly extended care sign out sheets based on semester contracts, family requests and availability of extended care staffing.
- Monitor supply levels and maintain appropriate amount of inventory across the school buildings.
- Oversee the Family Work Hours program that uses families for various tasks around the school. This includes collecting and posting job opportunities, matching jobs with parents' skills, interest and availability when needed, coordinating the work with parents, and recording hours in the annual online log.
- Running errands for school needs at local businesses. Will be reimbursed for mileage with appropriate record keeping.
- Coordinate building repairs and general maintenance.

SKILLS & ABILITIES

Education: Requires a high school diploma/GED

Experience: Office administration preferred

Computer Skills: Comfortable navigation of a MacOS operating system and Google applications such as Google Drive, Docs and Sheets.

Certificates & Licenses: Driver's License

Other Requirements: Background Check, First Aid and CPR (we can provide), Active Shooter Response Training (we can provide), possibly Communicable Disease Recognition and Prevention (we can provide).

WORKING CONDITIONS & PHYSICAL DEMANDS

- Work is typically performed in an indoor and outdoor casual office environment with some occasional noise disruption.
- Movement is required throughout the day both inside the office to access materials and equipment and between buildings on campus.
- Lifting up to 40 pounds.

Head of School Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position description and/or assign tasks for the employee to perform, as the School may deem appropriate.

10.06.20