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## **JOB DESCRIPTION: School Office Manager**

### **JOB SUMMARY:**

Under the direction of the admin team, performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures; greets and interacts with the public, works cooperatively with staff, students, and parents, and performs other related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

1. Be in agreement with the school's Statement of Faith, Conditions of Employment and Christian Philosophy of Education.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality as well as being a Christian role model.
3. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
4. Provide a variety of clerical duties.
5. Collect money and post various payments in the Student Information System
6. Work closely with the Business manager & Account Specialist on various financial aspects
7. Give information and interpretations of policies or procedures related to departmental or school activities.
8. Establish, maintain, and monitor accurate, neat, and efficient electronic and manual filing systems.
9. Sort and classify incoming mail.
10. Prepare letters, memoranda, reports, bulletins, handbooks.
11. Ability to handle confidential information with complete security.
12. Order lunches and send lunch notices.
13. Gather and prepare appropriate attendance/accounting information.
14. Maintain postings for office announcements (bulletin boards).
15. Assist with and log fire, earthquake and emergency drills. (Not necessarily applicable)
16. Enroll and withdraw students. Request records from prior schools and distribute school records.
17. Maintain classroom key distribution and record-keeping.
18. Conform to school policy regarding attendance and absences. Employee attendance must be adequate to perform the above listed essential job functions.
19. Help with basic I.T. issues
20. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES NECESSARY TO PERFORMANCE OF ESSENTIAL FUNCTIONS:**

1. Computer skills.
2. Ability to communicate effectively and help others.
3. Successful work background.

**DESIRABLE KNOWLEDGE & ABILITIES:**

1. Previous experience working with students and parents.
2. Ability to perform minimal bookkeeping procedures.
3. Knowledge of modern office practices and procedures.
4. Ability to learn and interpret rules, regulations, laws, and instructions.
5. Ability to perform required clerical work accurately and within established timelines.
6. Ability to operate a variety of office machines.
7. Ability to utilize word processing, database, and spreadsheet programs on the computer.

**HOURS & COMPENSATION:**

The position has a 40 hour work week during the school year and competitive compensation.

Full time through the school year including two weeks prior to school starting & two weeks after the last day of school: 7:30am - 4:00pm. Staffing the office is not necessary during school holidays.

During the summer months, office hours are from 8am to Noon Monday through Thursday with 3 weeks off.