

Office Manager

The Office Manager will be working with and alongside the leadership team to provide strategic leadership and effective management in the development of pupil data and reporting systems. The Office Manager will work with all staff at all levels and with the governing body. The office manager will perform technical-clerical work; preparing and maintaining a variety of computer databases pertaining to student attendance and demographic statistics at Tillery Charter Academy. Work involves utilizing specialized computer-driven file maintenance, word processing, and spreadsheet programs to develop and maintain records of student attendance, class schedules, grades, demographic statistics, immunizations, etc. and preparing associated reports. The office manager is responsible for reviewing forms and handwritten information, and entering data into proper computer files, often utilizing specialized codes and abbreviations; utilizing scanner devices to input data; updating files on a daily basis; printing reports; and preparing daily back-up copies of records. Work also involves general clerical work, such as answering telephones, assisting students, and assisting visitors to the school office.

DUTIES AND RESPONSIBILITIES

Daily tasks may include keeping records, scheduling meetings, and facilitating communication between teachers, staff, and families.

Observe full confidentiality with respect to students and staff.

Interact positively with students, staff, and parents.

Maintain the school master calendar.

Maintain school lunch orders and collection of payment as necessary.

Maintain after school attendance and collection of payment as necessary.

Prepares and maintains computer records of daily student attendance from submitted forms; reviews late-arrival forms and reconciles with absences to create "tardy" lists; reviews check-out forms, and reconciles with absences to create "early leave" lists. Creates correspondences to students' parents to advise of excessive absences, according to established policies,

Maintains database of student enrollment, recording such data as student's name, address, parents and/or guardians information, sex, race, immunization record, grade of assignment, class schedule, grades, medical needs, emergency contacts, etc.; records student suspensions and prepares periodic statistical reports.

Attends seminars, conferences, workshops, classes, lectures, etc. as appropriate, to enhance and maintain knowledge of trends and developments as required

Assists teachers and principal with scheduling projects and field trips.

Maintain confidentiality and work with discretion.

Performs other related work as required.

ESSENTIAL JOB FUNCTIONS

Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Requires the ability to handle a variety of office machines, etc.

Requires ability to speak and/or signal people to convey or exchange information.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of common word processing, spreadsheet, and file maintenance programs. General knowledge of PowerSchool and Google.

General knowledge of the principles of organization and administration.

Ability to transcribe information and to prepare standardized forms, letters and reports from that information.

Ability to operate common office machines.

Ability to sort and distribute documents.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on considerable knowledge.

Ability to understand and follow oral and written instructions.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Head of School/Principal

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.