

Normal Schedule: M-F 7:30am-4:15pm (45-minute lunch break)
Reports to Executive Director

JOB SUMMARY: The OCEAA Office Manager leads the operations of the Annex and Main office, ensuring that day-to-day protocols allow the school and staff to function in an efficient manner, and that parents experience excellent customer service. The Office Manager must be able to work with minimal daily supervision, use good independent judgment, and collaborate as part of an administrative team.

DUTIES AND ESSENTIAL JOB FUNCTIONS - Duties of this position include but are not limited to:

1. Establish and maintain a professional front office culture, ensuring parents, visitors, students and team members are greeted and assisted in a friendly and professional manner.
2. Supervise and delegate duties to a team of Office Assistants.
3. Oversee attendance, ensuring daily, weekly and monthly records are kept per established requirements.
4. Oversee lottery by keeping accurate and timely records, scheduling and coordinating lottery date and conducting lottery.
5. Oversee new student enrollment and coordinate student transfers or dis-enrollments.
6. Oversee notifications sent to staff and parents via School Messenger.
7. Develop, maintain, and keep security of appropriate student cumulative records that include admission, emergency information, health records, academic performance, testing information, and other related information regarding student academic and social development.
8. Develop, implement and offer recommendations to the administrative team regarding new administrative or office procedures, including: information management, record keeping and retrieval systems, requisition of supplies and other clerical services.
9. In collaboration with the School Director, prepare for monthly SART meetings.
10. In collaboration with the Executive Director, develop and execute a student recruitment plan, to include parent tours and outreach.
11. In collaboration with the administrative team, develop annual and ongoing registration schedules, forms and procedures.
12. Provide assistance to students who become ill or are injured during the day and notify parents regarding student illness or injury; seek emergency assistance for any illness or injury of a student, member of the public or staff member as signs indicate.
13. Follow and promote school safety policies and procedures.
14. Support positive Annex climate through
 - a. Organizing and supporting supervision during arrival, recess, lunch, dismissal, and site events
 - b. Promoting behavior expectations & positive reinforcement/recognition
 - c. Managing office level discipline problems according to school policies and procedures
 - d. Communicating proactively with parents through phone, email and Class Dojo;
15. Review parent communications (Weekly Parent Bulletin, etc.), including translations, prior to publication
16. Monitor teachers' sub request and secures subs for teachers if needed.
17. Responsible for cash receipts and timely deposits.
18. Purchasing
 - a. Prepares purchase orders
 - b. Contacts vendors by phone, email or mail to expedite orders and resolves problems when needed
 - c. Maintain purchasing book

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree preferred
2. Must have 2+ years of Management experience
3. Must have 2+ years of Customer Service experience
4. Excellent management and organizational skills
5. Team player with a positive attitude
6. Bilingual in Spanish and English
7. Strong oral and written communication skills
8. Ability to be flexible and revise priorities/problem solve based on daily events
9. Ability to handle upset children and adults in a respectful and professional manner
10. Ability to work with the public in a professional manner
11. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment

Salary & Benefits:

- Exempt - salary based on experience
- Full benefits (medical, dental, vision & life)
- Voluntary benefits offer to all employees
- 40 sick/ 40 personal hours

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date