

# JOB DESCRIPTION

JOB TITLE: OFFICE MANAGER	REPORTS TO: ADMINISTRATIVE DIRECTOR
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## **Position Overview**

The Office Manager is responsible for the organization and professionalism in the school's front office and reception area, with the goals of making the school a welcoming place for students, parents, and staff, of keeping all student records (both paper and electronic) accurate and up-to-date, and of contributing to the overall success of teachers and students within the Mountainville academic program.

## **Responsibilities and Duties:**

- **Records and Correspondence**
  - Prepare data for school, state, and federal reports
  - Organize and manage hardcopy and electronic school and student files
  - Act as school registrar for student information and records (SIS)
  - Draft correspondence, forms, reports, etc. as requested by the School Director and other administrative staff
  - Receive, sort and deliver mail and other documents to staff
  - Record and track parent volunteer hours
  - Oversee school calendar, scheduling, and appointments for administrative staff and the school facility
- **Accounting**
  - Attend to routine bookkeeping duties
  - Maintain personnel time records including leave requests, substitutes, and payroll reporting
  - Order, receive, and inventory school supplies and materials
- **Other**
  - Answer incoming calls, take accurate messages, and transfer to appropriate staff
  - Manage office and general school supply storage and inventory
  - Coordinate substitutes with School Administration
  - Assist with the daily arrival and departure of students
  - Greet and assist students, parents and the general public
  - Assist with school events, as requested
  - Work with the Parent Organization
- **Job-Related Conditions**
  - Maintain control in stressful situations
  - Manage Time with frequent interruptions
  - Extended computer time
  - Some lifting may be required

All primary roles and major responsibilities are listed. Additional duties and skills may be required for the job.