

MOSAICS Office Manager Job Description

MOSAICS Public School is looking for talented individuals with the skills, passion and commitment to help us build a school from the ground level. Our office manager will play a critical role in ensuring MOSAICS Public School is efficient, organized, and operating at our highest level. The ideal candidate will have expertise in customer service, school systems and office experience.

While the duties and tasks listed below capture much of the position, the mission and dedication to our community of our school will require all staff to have the willingness to provide support in whatever areas needed.

Job Title: Office Manager

Reports to: Principal

Responsibilities to the School:

- Perform secretarial duties for school leaders
- Coordinate and organize meetings, workshops, and other activities
- Oversee and maintain a wide variety of records and reports (student records, purchasing, etc.)
- Track daily attendance and enrollment reports; make calls to parents of missing students
- Maintain filing system for office
- Answer and direct incoming phone calls; respond to telephone and in-person inquiries from students, parents, staff, district, and community
- Welcome visitors and substitutes to the building and orient them to school procedures and schedule
- Provide building staff with information and forms related to school policy/other issues
- Promote positive interactions
- Maintain teacher announcements and bulletins
- Oversee and schedule building use by community; schedule custodian for events as necessary; manage and monitor building keys
- Maintain supply inventory
- Respond to emergencies and general needs when school leaders are out of the building
- Facilitate communication between parents, staff and school leaders
- Monitor waiting area of office (students, families, visitors)
- Keep school calendar updated
- Manages the operation of the central school office.

Desired Experience, Skills and Mindsets

- Serves as building receptionist; answers and responds to telephone and in-person inquiries from students, staff, parents and the public.
- Acts as secretary to the principal; maintains appointment calendar; schedules meetings. Compiles data for enrollment and other reports and lists
- Registers incoming students and processes enrollment materials; completes data input on computer; coordinates services and information with sending/receiving schools and district offices; completes procedures for students withdrawing from the school.

- Maintains student attendance records; alerts principal to student attendance problems; may contact parents to verify absence of students.
- Maintains records and files for staff and student information; maintains staff absence records.
- May assist with assignment and release of substitute personnel in coordination with the district's substitute office.
- Maintains accounting ledgers for general building budget and ASB budget; collects monies for various student activities; prepares and maintains bank deposits; writes checks.
- Schedules building use; monitors building keys; maintains safe. Troubleshoots problems with office equipment and calls for service as necessary. Writes work orders for custodial personnel.
- Communicates with the transportation department concerning transportation arrangements.
- Requisitions, receives, accounts for and distributes school supplies, textbooks and materials.
- Coordinates a variety of programs as requested, such as voter registration, federal survey, school pictures, school insurance and other activities.
- Supervises students who come in to the office; monitors and corrects student behavior.
- Provides clerical assistance to teachers and itinerant staff, as time allows or as authorized by principal.
- Makes non-instructional decisions as needed during principal's absence.
- Administers first aid and medication to students for the purpose of meeting their immediate health care needs.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Required:

- High school graduation or GED
- 2-3 years of office experience with increasing responsibility, including records maintenance, bookkeeping and experience in working with children and the public.
- Previous elementary office manager/secretary experience preferred.
- Knowledge of school's goals and visions.
- Knowledge of general bookkeeping procedures.
- Knowledge of general secretarial procedures.
- Proficient in daily use of the following software programs: PowerSchool, Microsoft Office Suite, Google Apps
- Effective oral and written communication skills.
- Ability to establish and maintain positive, effective working relationships with students, parents, staff, and the general public.
- Ability to interact with school-aged children in a warm, confident manner.

Strongly Preferred:

- Bilingual

Salary: competitive salary, state retirement benefits (PERSI), medical benefits

Applications are available at www.mosaicsps.org. Please send your completed application, cover letter, and resume to ahaskett@mosaicps.org.

Equal Opportunity Employer

MOSAICS Public School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.