Emerald Heights Academy

Office Manager Job Description

The Office Manager carries out the responsibilities with the awareness that they are above all an apostle of Christ, especially with their testimony of faith, virtuous personal life, and professional dedication to the mission of Emerald Heights Academy.

# Goal: To manage the school office, serve as a lead for parent volunteers, and communicate with parents and prospective families.

With increasing professionalism and with excellence,

* Maintains a high level of confidentiality
* Such that throughout the process, the school will radiate a strong spirit of faith and charity

# Position Accountable to Principal

This position requires a professional demeanor with integrity, honesty, and the ability to handle confidential information with discretion. Key responsibilities include administrative support to the Principal; manages numerous tasks and projects with competing priorities and deadlines, while prioritizing communications from internal and external sources. Manages records and forms, communication with parents, staff, and prospective families; distribution of incoming calls including follow up; admissions processing and filing; ordering and inventorying of supplies and may help with coordinating volunteer work and ensuring the school is running smoothly day to day.

The Office Manager assists the Principal in marketing tasks such as messaging content for viral/word of mouth tactics, social media calendar, email campaigns, ads for school enrollment, website editing, scheduling school tours, and project management.

The Office Manager is expected to live and demonstrate the virtues that are the foundational pillars of Emerald Heights Academy when representing the school, while also providing a high level of respect and a sense of confidentiality.

Send cover letter and resume to: [ehaprincipal@emeraldheights.org](mailto:ehaprincipal@emeraldheights.org)

**Detailed Responsibilities**

Maintains Records and forms

* Admissions/student information such as information packets sent, Immunization reporting, Emergency contact list
* Volunteer documentation, Background check clearance
* Maintains Parent Directory and manages visitor sign in record
* Maintains record of substitute teachers
* Updates policies & handbooks as necessary
* Publishes report cards
* School Speak communication system: add new families, maintain student and family profile information (3x per year), Archive database each year
* Files standardized testing results & completes analysis
* Completes yearly immunization report, ethnic report, and yearly school reapproval for OSPI

Supplies

* Orders office, classroom, and cleaning supplies as necessary
* Orders all books/curriculum and materials for student’s standardized testing

Communication

* Creates the Friday e-newsletter
* Answers phone calls/retrieves and handles voice mails in a timely fashion
* Reads and responds to all office manager emails within a timely fashion
* Assists in all mailings: Annual Fund, etc.
* Communicates with St. Madeline Sophie (mass location) and calendar/schedule with TDHS

Recruiting/admissions

* Answers initial admissions inquiries
* Follow up with prospective families, schedule tours, and confirm tours
* Manages admissions process, sends admissions packets, admissions checklist, files all applications
* Works in cooperation with the principal in mailing readmissions packets
* Fulfill requests for records/transcripts within a timely fashion & keeps records of those sent

Special events

* Sets up school activities and makes necessary purchases: Dads and Donuts, Moms and Muffins, Open Houses, Back to School Night, Field Day, etc.
* Assists the auction and fundraising committee with communications as needed
* Manages field trip processes

Marketing

* Create simple monthly marketing calendar with key target message in coordination with teachers and Principal. Align to school calendar and special events.
* Assist with the creation of marketing emails to drive school tours
* Maintains and updates school website
* Monitoring and managing the company's social media platforms (Facebook, Instagram, LinkedIn (for job postings only)

Clinic Requirements

* Attends to student health needs according to the School Healthy Policy
* Attends to injured or ill students before professional medical care is available or needed
* Enforces OSPI and school medication policy and functions as one of the schools designated medication dispensers
* Works with COVID committee and Principal on all updates to polices and sends out communication as needed

Recess Duty

* On occasion, help with recess duty (2x per day) when limited volunteers

Hot Lunch program

* Works with volunteers to get needed food supplies each week
* Does order each week
* Coordinates volunteers
* Help with assembly and distribution of lunches

Technology

* Maintains Google Accounts for staff and students
* Upgrades, installs and troubleshoots networks, networking hardware devices and software
* Maintains student and staff equipment by running updates 1x per quarter
* Develops and documents system standards for computer and network devices for laptops