

School Office Manager

Community Prep School, a leader in innovative practices in alternative educational programming in Colorado Springs, is seeking a School Office Manager to join our team. The School Office Manager reports to and works collaboratively with the Administrator to receive inquiries about the school, maintain accurate student records, assist with human resource needs, and fulfill all administrative needs. All duties are carried out in full compliance with Federal Educational Records Privacy Act (FERPA) regulations.

Reports To: School Director

Status: Full time

Salary: Competitive--Commensurate with experience and qualifications

Work Days: Beginning July 10, 2018 through June 30, 2019

Benefits: Paid Medical/Dental/Vision, PERA, Life, Disability as per organizational policy

FLSA Status: Exempt

Essential Characteristics/Skills

- High expectations with a belief that ALL students can be career and college ready.
- Highly organized and systematic professional practices.
- Associate degree required; Bachelor's degree preferred.
- Experience working in an education setting is a plus.
- Minimum two (2) years of office management experience.
- High proficiency in Microsoft Office products (Excel, Word, Outlook, PowerPoint).
- Ability to pass an office skills assessment.
- Experience learning and mastering new computer programs.
- High-quality written and verbal communication skills.
- Spanish language skills a plus.
- Excellent organization and time management skills.
- Ability to work independently and contribute to a team.
- Professional, punctual and self-motivated.
- Understanding and ability to manage confidential information.
- Ability to lift 25 lbs.
- Successfully complete criminal background checks.

Essential Responsibilities/Duties

- Work with school leadership to meet goals, create a welcoming and team-oriented atmosphere, and build an open and honest culture.
- Manage school-wide phone, email, and in-person communications.
- Answer phones. Provide excellent service phone etiquette.
- Greet/direct visitors and students arriving at the office.
- Implement registration, badging and visiting procedures for parents and guests.
- Help create and distribute school newsletters, surveys, and other notifications.
- Assist with school events such as Parent Orientation, Open House, school outings, and field trips.
- Ensure a clean and welcoming environment is maintained.
- Support student enrollment and retention processes.

- Produce welcome packets and mailers.
- Conduct tours and student/parent orientations.

Administrative Support Functions:

- Preparing reports.
- Filing.
- Processing incoming and outgoing mail and packages.
- Coordinating meetings and events.
- Maintaining calendars.
- Maintain appropriate levels of office supplies and other material inventory.
- Log and report issues about office equipment, technology, custodial, and facilities.
- Maintain up-to-date transportation logs and coordinate with transportation officer and vendor as needed.
- Maintain meal count lists and communicate monthly food calendars.
- Ensure timely and accurate completion of human resource processes including: I-9 verification for new hires, weekly time & attendance submissions for 100% of staff, and Onboarding.
- Actively participate in school staff meetings, committee meetings, and professional development events.
- Perform other duties as assigned.

Apply

The School Office Manager will be posted through June 15, 2018.

Employment will begin on July 10, 2018.

Interested candidates send the following documents to [hiring@communityprepschool.org](mailto: hiring@communityprepschool.org)

- Resume
- Cover letter
- Certifications
- 3 references

Community Prep School is an Equal Opportunity employer. Community Prep School will not tolerate discrimination against any employee or candidate for employment because of race, color, national origin or ancestry, gender, age, religious convictions, sexual orientation, gender identity, or disability. All qualified candidates are encouraged to apply.