



## **Job Description**

### **Office Manager**

In the Fall of 2014, Roses in Concrete Community School (RiC) received a K-8 charter and is set to open its doors in the Fall of 2015 with grades K - 4. The Founders of RiC are looking for a school team of dedicated, experienced, and passionate individuals to actualize our mission and vision for students and families in East Oakland.

#### **Purpose Statement**

The job of Office Manager was established for the purpose of providing complex administrative and clerical support to the Head of School and the school community as a whole. The position is responsible for overseeing the day to day school office activities, maintaining and monitoring student and employee information, providing information, recommendations and/or direction as may be requested by the Head of School.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by the Head of School.
- Acts on behalf of the Head of School in their absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
- Oversees day-to-day office workload for the purpose of ensuring the completion of activities in an accurate and timely manner.
- Compiles data from a variety of sources (e.g., time sheets, budget reports, specialized reports, personnel records) for the purpose of processing data in compliance with financial, legal and/or administrative requirements.
- Composes a variety of documents (e.g., correspondence, agendas, minutes, newsletters, bulletins, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinates a variety of projects, functions and/or program components (e.g., facility usage, guest teachers, meetings, in-service events, travel and accommodations) for the purpose of completing activities and/or delivering services in a timely fashion.
- Coordinates daily substitute activities (certificated and non certificated) for the purpose of ensuring that staff absences are covered in a timely manner and that student safety and educational process needs are met.
- Maintains a wide variety of manual and electronic documents files and records (e.g., student registration data, student health forms, master calendar, budget data, employee records, financial records, reports) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.



- Monitors a variety of activities on behalf of assigned Administrator (e.g., account balances, work order status, Worker's Compensation injuries, special projects, new teacher staffing, room assignments, maintenance work) for the purpose of achieving goals and meeting target dates.
- Monitors students referred for illness in absence of school nurse or those referred for disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Administers first aid and prescription medications to students (under the direction of a health care professional) in absence of the school nurse for the purpose of providing emergency and necessary care in compliance with established guidelines.
- Collects payments for a variety of events (e.g., bus tickets, student council, donations, fines, fees, fund raisers) for the purpose of completing transactions and/or securing funds.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, operational procedures, manuals) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials (e.g., time sheets, work orders, requisitions, travel reimbursements, budget transfers) for the purpose of disseminating information in compliance with program, LEA, state and/or federal requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories (e.g., student council, fundraisers, donations, requisitions) for the purpose of maintaining accurate account balances.
- Researches a variety of topics (e.g., current practices, policies, education codes) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, parents, students, public agencies) for the purpose of providing information or direction and/or facilitating communication among parties.
- Supports Head of School and other school employees for the purpose of providing assistance with their functions and responsibilities.

#### **Other Functions**

- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Correct English and Spanish usage, spelling, grammar, punctuation, and fundamental mathematical calculation.
- Current office methods, procedures, and equipment, including receptionist and telephone techniques.
- LEA and charter school policies, rules and regulations applicable to the school site.
- Numerical, alphabetical and subject matter filing systems.
- First aid, CPR, and emergency preparedness.
- Safe working methods and procedures.



**Ability to:**

- Perform a variety of secretarial duties involving use of independent judgment, accuracy, speed, and confidentiality.
- Relate well to a variety of individuals, including students, parents, staff, volunteers and the community.
- Proficiently operate and maintain office equipment.
- Perform secretarial work without continuous supervision and coordinate the work of others.
- Maintain a professional demeanor at all times.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those in the course of work, maintaining confidentiality of specified information.
- Keyboard a net corrected speed of 50 words per minute, take dictation and transcribe it accurately, or use dictation equipment with proficiency.
- Set up and maintain filing systems.

**Minimum qualifications**

- Bachelor's Degree, plus supplemented by additional training in office organization and secretarial skills.
- Three years of experience in increasingly responsible role which has included the exercise of independent judgment, preferably including experience in a public school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.
- Background clearance
- TB clearance

**In addition to the qualifications noted above, staff will also be expected to:**

- Share the mission and vision of the Roses in Concrete Community School;
- Model the high standards and professionalism;
- Maintain loving, positive, and productive relationships with families, community, and colleagues;
- Demonstrate ability to collaborate in an effective and productive manner with all stakeholders;
- Model a strong work ethic;
- Be flexible and resilient;
- Be highly organized;
- Show a consistent commitment to continuous intellectual growth.

**Salary & Benefits**

The position offers competitive salary and benefits that are commensurate with experience.

**The Office Manager will report to The Head of School.**



*As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.*

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