

## Office Manager

### Job Description

<b>Reports To:</b>	Building Principal
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Classified, Salaried
<b>Starting Pay Range:</b>	\$47,380 - \$51,023/annual
<b>Work Schedule:</b>	12 months
<b>Location:</b>	Onsite Office
<b>Position Summary:</b>	<p>The Office Manager is responsible for setting a tone of warmth, high expectations, and professionalism in the office. They will work under the guidance of the Dean of Operations to support classroom teachers, students and families, school-wide systems, and the high school Leadership Team. The Office Manager will conduct data systems management, communicate with students and families, organize special events, and help carry out student enrollment efforts. We passionately believe that smooth and effective operations allow the instructional team to focus on closing the achievement gap, preparing every student for success in college and in life.</p>

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### ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

#### *General Duties*

#### **Daily Operational Tasks**

- Front line for family and student communication and assistance
- Establish relationships with new and returning families
- Manage daily student attendance and call all absent students' families
- Check students in and out of school throughout the day as needed
- Collaborates with Dean of Operations for truancy related procedures
- Sell uniforms and manage uniform inventory
- Support students with basic health concerns (medications, first aid, etc.)
- Manage enrollment: Record keeping: Maintaining student status up to date
- Coordinate/support special event such as conferences, picture day etc
- Direct health services, promoting student wellness, medical compliance, and access to healthcare support.
- Coordinate or assemble internal school staff directory
- MARSS State Reporting
- Create system for intake, output and distribution of mail and other communication

- Support our Finance Department with school deposits

### **Translations, Interpretations, Family Support**

- Work with teachers/leaders to coordinate meetings with families
- Field phone calls from families and provide a high level of customer service
- Serve as an interpreter for General Education meetings with families.
- Translate school communication materials to go home

### **Student Recruitment and Enrollment**

- Manage campus-based student recruitment and enrollment process with guidance from the Director of Enrollment and Admissions, the Principal, and the Director of Operations
- Monitor enrollment numbers to ensure capacity enrollment
- Enroll new students through enrollment meetings and student testing
- Update online databases when students enroll/un-enroll (Infinite Campus) in collaboration with the Enrollment Team

### ***Perform other duties as required and assigned***

### **QUALIFICATIONS GUIDE:**

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education & Experience:**

- High school diploma or GED
- Spanish proficiency
- A growth mindset
- A minimum of 2 years working experience in a school or organization that serves low-income populations
- Excellent communication, interpersonal skills and ability to build trust with colleagues
- Exercise excellent judgment in decision-making
- Ability to learn the budgeting process, laws, rules, procedures, and programs specifically related to the operation of a Minnesota charter school

#### **Other Qualifications:**

- State and federal background clearance (Trusted Employees) to work with students (123B.03).

- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

**Knowledge:**

- Knowledge of diversity, equity and inclusion practices
- Knowledge of applicable laws, codes, regulations, policies and procedures

**Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the Executive Director regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching

- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Office environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

**Equal Employment Opportunity Statement:**

Hiawatha Academies is committed to providing a workplace free from discrimination and harassment. In accordance with Title VII of the Civil Rights Act of 1964, we do not discriminate in employment decisions on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), or national origin. We value diversity and strive to ensure equal opportunity for all employees and applicants.