

# SHARON CENTER SCHOOL

## JOB DESCRIPTION

**Position Title:** Manager of School Operations & Board Services

**Reports To:** Principal

**FLSA Status:** Exempt

**Work Year:** 12-Month Position

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### POSITION OVERVIEW

The Manager of School Operations & Board Services serves as a central operational and strategic support role within Sharon Center School, ensuring the efficient management of administrative systems, human resources functions, financial processes, and Board of Education operations. This position functions as a key partner to the Principal, supporting both the day-to-day operations and long-term strategic priorities of the school while ensuring compliance, communication, and organizational coherence across all systems.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are illustrative of the essential functions of the position and are not intended to be all-inclusive.

#### 1. Executive & Leadership Support

- Partner with the Principal to manage priorities, initiatives, and strategic planning efforts
- Anticipate needs and ensure readiness for meetings, deadlines, and reporting
- Prepare and support the preparation of presentations, reports, and communications
- Serve as a liaison between the Principal and internal/external stakeholders

#### 2. Board of Education Services (Board Clerk Role)

- Prepare and distribute Board agendas, packets, and materials
- Record and maintain accurate meeting minutes and official records
- Monitor and ensure compliance with FOIA and public meeting requirements
- Coordinate logistics for Board meetings, workshops, and community forums
- Maintain organized and accessible Board documentation and archives

#### 3. Human Resources Coordination

- Support onboarding of new staff (paperwork, systems, and orientation coordination)
- Maintain personnel records and ensure compliance with policies and procedures
- Serve as liaison with district/regional HR as needed

#### 4. Business & Financial Operations Support

- Support in the development and ongoing monitoring of the school budget
- Track expenditures and support purchasing processes
- Coordinate with the district/regional business office for financial reporting

#### 5. Payroll & Compensation Support

- Coordinate and process payroll-related documentation, including time records, stipends, and contractual payments
- Review and ensure the accuracy and timeliness of payroll submissions

- Maintain organized payroll records and ensure compliance
- Submit 941's, Quarterly DOL Reports, & W2's

#### **6. Accounts Payable & Financial Management**

- Oversee accounts payable processes, including invoice review and submission
- Maintain and monitor school-based financial accounts and bank activity
- Track expenditures across accounts, including BOE, grants, student activity funds, cafeteria, & library
- Maintain accurate financial records and coordinate audit support
- Monitor grants and funding allocations
- Monitor and ensure adherence to internal controls and financial procedures

#### **7. Systems & Operational Management**

- Oversee and streamline administrative systems and workflows
- Monitor and promote alignment across scheduling, communication, and documentation systems
- Support coordination of school-wide initiatives and events
- Identify inefficiencies and recommend process improvements

#### **8. Communication & Coordination**

- Support the development and dissemination of school communications
- Coordinate internal systems for clarity and consistency
- Serve as a central point of coordination across staff, families, and leadership

### **REQUIRED SKILLS & ABILITIES**

- Strong organizational and systems-thinking skills, with the ability to manage complex workflows
- Excellent written and verbal communication skills
- Demonstrated ability to manage multiple priorities independently and meet deadlines
- High level of discretion, professionalism, and confidentiality
- Strong problem-solving skills with the ability to anticipate needs and plan proactively
- Ability to collaborate effectively with school leadership, staff, and external stakeholders
- Proficiency with Google Workspace and administrative/office systems

### **EDUCATION & EXPERIENCE**

- Bachelor's degree preferred
- Experience in school administration, business operations, human resources, or a related field preferred
- Familiarity with public sector or school governance processes preferred
- Experience supporting financial operations (e.g., budgeting, payroll, accounts payable) preferred

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

- Work is primarily performed in an office/school environment
- Prolonged periods of sitting, working at a computer, and using standard office equipment
- Frequent use of hands and fingers for typing and operating office equipment
- Ability to communicate effectively in person, by phone, and in writing
- Occasional standing, walking, and moving throughout the school building
- May be required to lift and/or move materials up to approximately 15–25 pounds (e.g., files, boxes, meeting materials)
- Ability to attend evening meetings and events as required (e.g., Board of Education meetings)

**ROLE SUMMARY**

This position is a professional-level operational role that integrates leadership support, systems management, and coordination across school functions. The Manager of School Operations & Board Services plays a key role in strengthening organizational efficiency, supporting governance and compliance processes, and enabling the Principal to focus on instructional leadership and student outcomes.

The foregoing statements describe the general purpose and responsibilities assigned to this job. This is not an exhaustive list of all responsibilities and duties that may be assigned, or of all skills that may be required.

Regional School District One provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all stated duties and requirements.

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*Employee*

\_\_\_\_\_  
*Date*

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*Supervisor*

\_\_\_\_\_  
*Date*

Presented to RE1 BOE:

Adopted by RE1 BOE: