



Benjamin Franklin Elementary/Middle Mathematics and Science School

Office Manager

Job Description

Role Description

The School Office Manager is the backbone of the school's daily operations. You'll manage communication, reports, attendance, and the Principal's schedule. You'll also collaborate on the school newsletter and website, ensuring accurate information, proactive notice to the community, and noteworthy updates. Maintaining a well-stocked office, utilizing technology efficiently, and upholding school security are all part of your diverse responsibilities. In short, you'll keep the school running smoothly and efficiently, ensuring a positive environment for all that enter the building.

Core Responsibilities and Functions

- Manages all visitors, telephone messages and direct calls to the school office in a professional and efficient manner, maintaining accurate record of the message and follow-up.
- Initiates and creates correspondence and prepares materials as directed by the Principal.
- Develops and executes a system to distribute school notices to families.
- Execute school safety plans as developed by the Director of Operations to ensure proper visitor protocols are implemented daily.
- Support the execution of school crisis plans as developed by the Principal.
- Generates reports, graphs, spreadsheets at the direction of the Principal, or member of the Leadership Team.
- Executes the daily attendance procedure for attendance reporting, as developed by the Enrollment and Data Manager.
- Provides Enrollment and Data Manager with accurate and timely information related to student withdrawals.
- Executes the process created by the Operations Manager, for keeping relevant records.
- Maintain and manage student and staff data securely, ensuring compliance with data privacy regulations.
- Manages the coordination of the Principal's schedule.
- Serves as a project manager to the Principal to ensure school-based deadlines are met.
- Collaborates with the other Office Manager to create a newsletter and manage the website, ensuring accurate and current information, as required by compliance and directed by a member of the Leadership Team.
- Prepares meeting agendas, support documentation, and takes notes at meetings as requested.
- Ensures Operations Manager receives school invoices.
- Prepares, and actively engages in the Efficient Operations Meetings.



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- Keep accurate records of staff absences and support the Principal in coverage planning and coordination.
- Manage school-level inventory, including maintaining office supplies and equipment.
- Assist in monitoring and tracking the office budget, including expenses related to office supplies and equipment.

Secondary Responsibilities and Functions

- Supports special projects and initiatives as directed.
- Supports the Operations Manager in oversight of financial transactions by maintaining accurate and current reports of school-based financial transactions.
- Supports the Operations Manager in meal tracking and delivery.
- Executes school opening/start-up tasks as designated by the Director of Operations and Principal.
- Communicate all custodial and repair needs to the Operations Manager.
- Support in student transportation coordination as requested.
- Supports the coordination and execution of field trips, parent nights, school events, and other special events.
- Monitors student attendance.
- Supports the coordination of school information sessions, tours and other enrollment events.

Organizational Responsibilities

Organizational Effectiveness

- Execute the processes for daily attendance collection, and reporting.
- Coordinates all new hires orientation and training with supervisors.

Professional Development and Training

- Commit to continual professional development, seeking opportunities to learn and grow skills and knowledge to improve job effectiveness and efficiency.

Communication and Collaboration

- Regularly attend and contribute to the Efficient Operations Meetings.
- Regularly attend and contribute to the School Level Meetings.
- Use evidence-based techniques to diffuse heightened incidents.

Student-Focus and Support

- Places students at the center of all work functions, responsibilities and tasks.



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Family and Community Relationships

- Foster strong relationships with families and community partners through professional, proactive and supportive communication.

Knowledge and Experiences

Education and Experience

- High School diploma required
- Three to five years of clerical experience required

Certificates, Licenses, Registrations or Other Requirements

- None

Other Knowledge, Skills or Abilities

- Ability to use basic office procedures and equipment
- Typing score of 60 wpm required
- Expertise in the use of personal computer
- Literacy in the following software packages: Windows Office 7, 2007, 2003, 2000, and Microsoft Office
- Experience using Power School Data System preferred

Personal Attributes and Competencies

- **Initiative:** Accepts new tasks enthusiastically; Assumes responsibility for tasks; Works independently; Actively seeks new assignments.
- **Job Knowledge:** Maintains technical proficiency; Serves as a job resource for others; Documents processes.
- **Quality of Work:** Follows instructions and directives carefully; Work is thorough and accurate; Analyzes and develops effective solutions.
- **Quantity of Work:** Works efficiently; Organizes and prioritizes work; Performs well under pressure.
- **Safety:** Compliance with safety and cleanliness policies & procedures.
- **Relations w/ Supervisor:** Communicates with supervisor; responds well to direction and constructive feedback.
- **Relations w/ Coworkers:** Creates constructive relationships with fellow team members; steps in to help when needed.
- **Leadership Behaviors:** Possess the following qualities: Planning, Implementing, Supporting, Advocating, Communicating & Monitoring.



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- **Learning & Growth:** Attends training and learning programs with enthusiasm and desire to grow professionally.
 - **Attitude:** Displays positive, passionate attitude.
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