

Office Manager



The Office Manager shall:

- Maintain office hours: Monday, Wednesday, and Friday 7:30 am – 3:30 pm and Tuesday and Thursday 8:00 am – 12:00 pm during the months of August through May and Monday through Friday 9:00 am – 12:00 pm during the months of June and July
- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school
- Answer the phone and be the main personal contact for potential/new/current families, potential/new/current staff
- Assist teachers as requested
- Secure substitutes for teachers
- Keep track of teacher hours and substitute hours
- Submit information for background checks for teachers and staff
- Assist the Dean of Program Support in maintaining Sycamore
- Assist with admissions and registration processes
- Ensure students have received proper communication related to school activities
- Create and update forms as needed for office use, and to replenish as needed (Information Packets, Teacher Application Packets, Scholarship Packets, etc.)
- Check mail on a daily basis
- Complete filing in the front office
- Keep track of and replenish office supplies as needed
- Work on insurance forms as needed

- Assist the Dean of Program Support in keeping the school calendar current
- Oversee website and Sycamore updating on a weekly basis (add new events, articles, etc.)
- Send out monthly newsletter
- Act as the contact for reserving facilities (classrooms, church use, etc.)
- Comply with all Lighthouse Preparatory Academy policies and procedures and attend all required meetings that may include but are not limited to family meetings, faculty meetings, school functions and trainings
- Know the procedures for dealing with issues of an emergency nature
- Inform the administration in a timely manner if unable to fulfill any duty assigned
- Provide input and constructive recommendations for administrative and managerial functions in the school
- Perform any other duties that may be assigned by the administration (Administrator and Deans)

Necessary Skills:

- Proficient computer skills with working knowledge of Word and Google products
- Strong organizational skills
- Excellent written and verbal communication skills

Job Reimbursement:

- Salary: \$17,125
- Qualified Tuition Reduction: 20% for the 2018-19 school year
- 2 weeks of vacation (June or July)
- 40 hours of sick leave