

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Manager, Office and Instruction
CATEGORY:	Classified Exempt
REPORT TO (BY TITLE):	Principal/Executive Director
SALARY RANGE:	Commensurate with Education and Experience
SALARY SCHEDULE:	Classified Management Contract
WORK YEAR:	12 Months

POSITION DESCRIPTION

The Manager, Office and Instruction performs a variety of managerial and clerical duties under the supervision of the Principal/Executive Director. These responsibilities include planning, organizing, informing, and participating in the day-to-day functions of the school. The role of the Manager, Office and Instruction, is to provide administrative support, develop procedures and protocols for school staff, and to ensure all school records are organized and maintained accurately.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Perform a variety of duties including answering and referring telephone calls, signing-in and signing-out visitors, and effectively deescalating complaints and school issues.
- Monitoring the administrative office entryway, greet parents, visitors, and students, and maintain school safety.
- Perform data entry, mail correspondence, and office supply inventory.
- Implementing systems to support the work of teachers and administrative staff.
- Assist with supervision of students and interact with all stakeholders to assess their needs and provide solutions.
- Organize and maintain school records such as student health, immunization, registration, and attendance as well as accuracy of student databases which include the Student Information System and CALPADS.
- Processes requests from students, other districts, and public agencies (i.e. transcripts, disciplinary, inter/intra district transfer agreements, withdrawal forms, legal documents, etc.).
- Responsible for mailing out all correspondence regarding student records (e.g. report cards, notices, etc.).
- Responsible for recruiting new students for enrollment.
- Updates and prepares student enrollment packets.
- Meets with incoming families to disseminate information regarding the school program, providing student registration information and materials.
- Work with Manager, Business and Operations to ensure substitutes are scheduled to cover absent teachers.
- Create a variety of memos, reports, forms, newsletters, and flyers to maximize stakeholder interest and participation.

- Assist school staff and Principal/Executive Director with coordinating school and community events including field trips, professional development, back-to-school nights, and open house.
- Assist in activities designated as necessary by the Principal/Executive Director.
- Independently, or in accordance with administrative instructions, developing school communications in English and Spanish based on a thorough knowledge of school policies, regulations, and operational procedures.
- Translating for parent meetings and school events.
- Maintaining and operating a variety of office equipment, such as copy machine, printers, fax machine, and document scanners with speed and accuracy.
- Assisting in the coordination of special events.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assist in activities designated as necessary by the Principal/Executive Director.

SKILLS AND QUALIFICATIONS

- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, communicate effectively in oral and written form, establish and maintain cooperative organizational, public, and educational community relationships. Be attentive to detail; meet deadlines and schedules; and work under time constraints. Adhere to safety practices.
- Possess a dynamic personality and the commitment to the advancement of school mission, vision, and educational philosophy.
- Strong verbal and written communication skills. Bilingual Preferred.
- Possess strong leadership and management skills.
- Detail oriented, organized, resourceful, problem-solver, and possess the ability to multi-task.
- Ability to work independently as well as collaboratively to maximize time spent on any one task.
- Education equivalent to high school graduation. Preferred education of college-level course work
- Minimum of five years working in a charter school organization or experience in secretarial, clerical, attendance, enrollment, or related field.

Working Environment:

- The job functions are generally performed in an indoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.