

**Title** School Office Manager

**Essential Duties and Responsibilities include:**

- Handle most of the communications among parents, students, the community, teachers, and school administrators.
- Schedule appointments
- Receive visitors
- Keep track of students' records
- Answer telephones and take messages or transfer calls
- Schedule appointments and update event calendars
- Arrange staff meetings
- Handle incoming and outgoing mail and faxes
- Draft routine memos, billing, or other reports
- Edit company correspondence and ensure document accuracy
- Maintain databases and filing systems, whether electronic or paper
- Perform basic bookkeeping (record student tuition, payments, prepare bank deposits, etc.)
- Negotiate with vendors, buy supplies, and manage stockrooms
- Use computer software to create spreadsheets, manage databases, and prepare presentations, reports, and documents.
- Manage school store - ordering food/drinks, stocking food/drinks, collecting money
- Manage duties of office support staff and/or office volunteers, and/or office student assistants.
- Manage dispensing of student medication - prescription and over-the-counter medications.
- Manage and, as needed, administer first aid to students who are sent to the office by teachers.
- Other duties as assigned.