



## SAEL Office Manager Job Description 2019-2020 School Year

Sierra Academy of Expeditionary Learning strives to create a learning community that empowers both teachers and students. Teachers are expected to maintain an ethic of excellence in their practice and to encourage their students to do the same. Through a passionate and dedicated commitment to the success of each and every student, SAEL teachers are responsible for creating a school environment that holds students to high academic and character standards while also supporting students to be able to achieve these expectations.

This job description is meant to provide structure to the responsibilities and accountability of this position. There may be additional responsibilities that a teacher undertakes or that are assigned as needs of students and of the school arise. All staff report to the SAEL Administrator.

*Based on the needs of the students and the school, the Office Manager is responsible for:*

This position manages the operation of a start-up, charter, high school office. The position serves as secretary to the Principal and other assigned administrators, and provides various support services for students, parents/guardians, staff, and the public. The position promotes positive public relations for the school at all times.

- Managing the operation of the central school office. Greeting parents/guardians, students and visitors entering the office and provides assistance. Answering the telephone and responding to inquiries; screening calls for the Principal. Receiving and distributing mail.
- Being meticulous in all aspects of the paperwork and accounting required.
- Providing supporting to the Principal and other staff as assigned; maintaining appointment calendar; scheduling meetings. Compiling data for and preparing reports and lists. Formatting and typing correspondence, forms, memoranda, and reports from handwritten drafts or dictation; duplicating materials. May attend meetings to record and transcribe meeting minutes. Fulfills the role of Board Secretary, sending out agendas and packets, as well as transcribing SAEL Board Meeting Minutes.
- Collecting and documenting all fees and donations; Calling and communicating with home to ensure reminders and accurate information is given and fees are received. Can assign communications home to Office Aide.
- Supporting the Aide with all attendance records and reports; supporting full time, part time, and substitute staff and teachers in taking attendance if needed; calling home when students are absent or late; Helping to monitor all students with frequent absences or tardiness in order to track and recommend students for the SARB process.

- Supporting the SAEL Administrator in making arrangements for office coverage, teacher coverage and overload assistance; coordinating special projects. Overseeing the work of student office assistants and community volunteers. Arranging for assignment and release of substitute personnel in coordination with the SAEL Administrator. Greeting substitutes and provides information concerning assignment, when Aide is not available.
- Working as clerical support for SARC, LCAP, CA State Dashboard, and other state initiatives. Seeking information if it is not known or understood yet.
- Maintaining records and files for staff and student information; maintaining staff absence records and preparing payroll as assigned. Handling all aspects of payroll. Handling the paperwork onboarding and exiting of staff, including explaining insurance, leave, and other basic policies to staff members.
- Working directly with CSMC to support budget and day to day financial paperwork and planning; Maintaining accounting ledgers for general SAEL budgets; monitoring budget balances as appropriate and assigned by the SAEL Administrator and providing information to staff members when appropriate; researching charges as needed. Doing invoice allocation sheets, ensuring invoices are paid as directed, and working with vendors to maintain positive relationships and payments.
- Supporting the ordering and management of standardized testing materials as well as navigating the online testing registration systems and structures.
- Processing free and reduced lunch application forms; evaluating and approving forms per guidelines; informing parents/guardians; maintaining records. Supervising distribution, retrieval and compilation of information for federal survey. Engaging with CNIPS and the MealTime systems.
- Processing school supply and materials orders
- Supervising students who come into the office; monitoring student behavior. Taking an active role in shaping a positive community culture for the school. Providing basic first aid medical care to ill or injured students in the absence of the school nurse; calling parents and makes arrangements for transportation home as necessary. Giving medication as authorized.
- Coordinating activities involved with opening and closing of school, such as preparing handbooks and schedules with support from the Aide.
- Maintaining school office files, including but not limited to cumulative folders and transcripts; Ensuring that information is kept in a confidential manner. Coordinating distribution of student progress reports to teachers; receiving completed forms; distributing copies to appropriate parties; Maintaining files. Serving as registrar for the school.
- Assisting in screening applicants for school clerical positions; providing input to Principal concerning suitability of applicants.
- Promoting positive relations with parents/guardians and the general public concerning the school. Answering inquiries; researching data to provide information concerning school programs as requested.

- Acting as a representative of the school at outreach functions and events through a consistent, positive message around the school program and progress.
- Working collaboratively with the NJUHSD on issues of oversight and quarterly reporting compliance. Working closely with the NCSOS on certification support. Working closely with any other district or educational entities as needed.
- Reporting directly to the SAEL Administrator.
- Seeking, planning, attending, and facilitating outreach and marketing efforts for SAEL in the greater community, when assigned.
- Upholding SAEL norms and standards of excellence at all times while at SAEL or representing SAEL.
- Willing to respond in a timely manner to e-mails, voice mails, and calendar requests.
- Working to create SAEL with a student-first, growth mindset-based approach to tasks and processes including, but not limited to our WASC accreditation, A-G class certification, Restorative Justice-based Discipline Policy, Expeditionary Learning Credentialing Process and annual Implementation Review, Charter renewal, Teacher Support and Accountability, SAEL Professional Development planning and facilitation, Data Inquiry and Analysis, LCAP creation, Expeditionary Learning Work Plan creation, etc.
- Performing a variety of related duties and special projects as assigned.
- Maintaining a Growth Mindset
- Striving to do more than you think possible.

#### PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit and run. While performing the duties of this job, the employee may push or lift up to 40 lb. such as boxes of supplies. The employee is directly responsible for safety, well-being, or work output of students. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

#### WORK ENVIRONMENT:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*SAEL is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin or disability.*

**INDIVIDUALIZED:**

Participation in school events:	Working salaried hours:	Working contracted days on-site
Two (2) All Family Meetings SLCs in the Fall and in the Spring Two (2) 9th Grade Orientations Monthly and Special Board Meetings	8:45am – 4:45pm Monday-Friday	208 days, plus 13 days in July (July 1st and then 3 days per week every week) = Total <b>221</b> days

**APPENDICES:**

- Job Description Appendix A: Calendar
- Job Description Appendix B: Bell Schedule