



## SAEL Office Manager 2020-2021 Application and Job Description

**Applications** and application materials for this position are due October 4, 2020 by 11:59pm and are only accepted electronically online via the following Google Form: <https://forms.gle/c5wYFAukpUGCZRw9A>

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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 supports the operation of a charter, high school office under the supervision of the SAEL Administrator. The position serves as the Office Manager to the Principal and other assigned staff, 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.

- Supporting 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.
- Providing secretarial assistance to the Principal and other staff as assigned in the midst of a bustling school office environment; 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.
- Strong and effective communication skills with all stakeholders across all layers of the school.
- Prioritizing tasks according to importance, deadlines, administrative requests, and requirements
- Problem solving and troubleshooting through all hurdles faced in successfully running the school office

· Using computer applications or other automated systems such as Powerschool, JumpRope, spreadsheets, word processing, Microsoft suite, Mac computers, Google calendar, g-mail and database software in performing work assignments with ease

❖ This means having skill and comfortability with multiple technological systems:

- Not relying on paper systems which are harder to share with teammates or to act on in real time with continuously updated information and data
- Being able to take notes in real time on a Google Doc in a meeting
- Share, send, copy, format, etc in Google Docs
- Sort, label, create, share, etc. Google Spreadsheets
- Using email professionally and strategically
- Navigating the school email and all call system to contact home and / or to specifically target families about attendance
- Working with the Microsoft suite as well as the Google suite with an ability to navigate between the two systems
- Tracking information in online systems versus using paper lists
- Ability to schedule meetings and invite various people using Google Calendar and update this accordingly as things shift in real time
- Ability to use Zoom, Google Hangouts, and other online meeting systems during distance learning and beyond to communicate with staff and stakeholders
- Attention to detail in all tech systems for data entry
- Ability to create, support, and collect data and information through Google Forms
- Ability to navigate tech systems quickly to respond to timely requests for information
- Desire to work among tech systems and switch between multiple interfaces regularly and swiftly
- Ability to train quickly on new tech systems or shifts in tech approaches

· Collecting and documenting all fees and donations through interactions with students and parents; Calling and communicating with home to ensure reminders and accurate information is given and fees are received.

· Organizing, receiving, accounting for, and distributing school supplies and materials under the direction of the SAEL Administrator. Taking periodic inventory. Providing information to staff members concerning supply orders.

· Providing clerical assistance to teachers, itinerant staff, and/or parent/guardian/community organization as requested. Coordinating a variety of school programs such as ID creation, voter registration, school pictures, and other activities as assigned.

· Coordinating clerical activities for graduation, banquet, barbecue and other gatherings and ceremonies. May submit order for diplomas, type graduation program and/or distribute honor awards. Proofreading programs and graduate listings. Providing other assistance for graduation as requested.

· Coordinating all attendance records and reports; supporting full time, part time, and substitute staff and teachers in taking attendance; calling home when students are absent or late; creating and monitoring the daily Student Info Attendance spreadsheet that outlines attendance information; closely monitoring all students with frequent absences or lateness in order to track and recommend students for the SARB process.

❖ This means overseeing all aspects of high school attendance process:

- Keep accurate attendance records, including letters to families, SARB and SMART process; Run all reports, keep on file all verifications regarding student absences; Contact students and parents regarding absences; Handle all records for Student Attendance Review Board
  - Inputs and logs all student absences and tardiness, into an automated system;
  - Prepares and mails form letters to parents notifying them of their child's excessive absences and/or lateness;
  - Distributes letters regarding absences to appropriate department or teacher and maintains copies in office;
  - Retrieves data and compiles information from manual and automated files for the preparation of routine reports, state reporting and correspondence regarding attendance;
  - Prepares daily, weekly and/or monthly attendance reports and submits to designated administrators or school district personnel;
  - Calls and emails parents to notify about and determine reason for student's absence;
  - Issues and processes all requests for early dismissal and ensures parental consent; Maintains files of school district attendance records
- 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. Greeting substitutes and providing information concerning assignment.
  - Coordinating all US Mail and Pony Mail
  - Supporting the SAEL Fieldwork/Adventure Coordinators in receiving waivers and communicating with parents/guardians and students when appropriate
  - Maintaining records and files for staff and student information; maintaining staff absence records and preparing payroll as assigned.
  - Supporting the lunch process overall (including serving lunch) and supporting the processing of 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. Documenting all of this in the necessary databases.
  - Input all immunizations on SASI for public health nurse.
  - May communicate with Transportation Department concerning student transportation arrangements.
  - 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.
  - Responsible for all student records. Handle all requests for student records, including IEP or 504 records from other schools, county agencies and graduates whom request transcripts, tests and other records. Handle Student Cumulative Records for grades 9-12. 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. Collecting, distributing, monitoring and ensuring all cumulative file paperwork is in order, especially in the beginning of the school year as new students join the school program.

- 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 compliance
- Reporting directly to the SAEL Administrator
- Seeking, planning, attending, and facilitating outreach and marketing efforts for SAEL in the greater community, when appropriate. Planning all middle school info sessions and outreach. Working closely with Admin on marketing and outreach efforts.
- Liaising with the Sierra Academy PTC as needed
- Supporting and tracking the records, rosters, paperwork, and communications regarding Fire Wolf Sports; Liaising with Ghidotti as needed
- 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.
- Striving to do more than you think possible.
- Taking on additional responsibilities and duties as assigned by the SAEL Administrator based on the needs of the students and of the school. This can include cleaning after proper training as well as additional supportive and responsive measures, student supervision, duties, and actions to deal with guidelines associated with COVID-19.

#### 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.

**INDIVIDUALIZED:**

Participation in School Events:	Working Salaried Hours:	Working contracted days on-site (TOTAL FOR 20-21):
Two (2) All Family Meetings SLCs in the Fall and in the Spring Two (2) 9th Grade Orientations Info Sessions, as needed	8:45am – 4:45pm Monday-Friday	180 school days, plus 6 days over Fall/Winter/Spring breaks and 2 days per week in July = <b>224 days total</b> during a regular school year from July 1, 2020 - June 30, 2021  (This will be adjusted for the Office Manager applicant in 20-21 depending on start date.)

**SALARY and BENEFITS:**

- Salary is commensurate with experience according to the BUSINESS MANAGER position on our SAEL Non-Certificated and Other Salary Step posted on the staff page of the SAEL website: <http://www.sierraacademy.net/sael-staff.php>
  - Hourly pay ranges from \$19.00 - \$24.70 per hour
  - Annual Salary (July 1 - June 30) would be \$34,048 - \$44,262 per year based on 8 hours per day for 224 days (knowing this position is starting after July 1, 2020 for the 20-21 school year so salary will be adjusted accordingly)
- SAEL contributes \$615 / month to health benefits either offered through SAEL or contributed to for personal health coverage with proof
- SAEL has a 403(b) matching contribution program for non-certificated employees. SAEL non-certificated employees do NOT have access to PRS.

**APPENDICES:**

- Job Description Appendix A: SAEL School Calendar (subject to change)

*SAEL is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, ethnicity, sexual orientation, age, national origin, disability, or any other factor which cannot lawfully be used as a basis for an employment decision.*

# Sierra Academy

## 2020/21 Calendar Year rev 4.15.20

July						
Su	M	T	W	Th	F	Sa
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	PD	PD	PD	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	H	8	9	10	11	12
13	14	F	16	17	18	19
20	21	22	23	24	25	26
27	PD	29	30			

October						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	B	B	B	B	B	24
25	26	27	28	29	30	31

November						
Su	M	T	W	Th	F	Sa
1	2	SLC	SLC	SLC	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	B	H	H	28
29	30					30

December						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	B	B	B	H	H	26
27	B	B	B	H		

January						
Su	M	T	W	Th	F	Sa
					H	2
3	4	5	6	7	PD	9
10	11	12	13	14	PD	16
17	H	19	20	21	22	23
24	25	26	F	28	29	30
31						

February						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	H	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	S	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	B	B	B			

April						
Su	M	T	W	Th	F	Sa
				B	B	3
4	5	6	7	8	9	10
11	12	SLC	SLC	SLC	16	17
18	19	20	21	22	S	24
25	26	27	28	29	S	

May						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	S	18	19	20	21	22
23	24	25	26	27	28	29
30	H					

June						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	PD	PD	PD	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Breaks and Holidays			
August 11-13, 2020	Professional Development Days	January 8 & January 15, 2021	Prof Development Days
<b>August 17, 2020</b>	<b>First Day of School</b>	January 18, 2021	MLK Holiday
September 7, 2020	Labor Day Holiday	January 27, 2021	All Family Meeting
September 15, 2020	All Family Meeting	February 12 & 15, 2021	Presidents' Holidays
September 28, 2020	Professional Development Day	March 29 - April 2, 2021	Spring Break
October 19-23, 2020	October Break	April 13-15, 2021	Student Led Conferences
November 3-5, 2020	Student Led Conferences	May 31, 2021	Memorial Day Holiday
November 11, 2020	Veterans Day Holiday	<b>June 10, 2021</b>	<b>Last Day of School 1:30 dismiss</b>
November 25-27, 2020	Thanksgiving Holiday	June 11, 2021	Graduation
December 21, 2020 - Jan 1, 2021	Winter Break	June 15-17, 2021	Prof Development Days

Key to Symbols	
B	- School Break
F	- All Family Meeting
H	- Holiday
PD	- Professional Development
SLC	- Student Led Conferences
S	- Emergency School Closure Day*

End Dates	
1st Semester:	12/18/2020 79 Days
2nd Semester:	6/10/2021 99 Days

Days Calculated	
178	Student Instruction Days

66079 Instructional Minutes  
 145 Regular School Days  
 33 Fridays/min days

720 Additional Fieldwork Minutes

\* If there are no school closure days earlier, these dates may be non-school days