

## Office Manager & Assistant to Head of School

The Concept School is a co-educational independent school for students grades 6 -12. At TCS we educate students who learn differently and benefit from a smaller, relaxed, more personalized environment where learning and anxiety challenges are seen as opportunities to explore alternative routes to success.

Located on a ten-acre campus with an adjoining nature area and outdoor classroom, TCS provides a hands-on and individualized educational program that prepares TCS graduates to meet the demands of post-secondary life, whether entering college, career training programs, or the workforce.

### **Job Goal:**

To provide administrative support for the Head of School and perform a variety of public relations, clerical, student support, and other administrative functions required for the operation of the school.

### **Essential Functions:**

- Primary point of contact for all visitors to the school.
- Creates, distributes, and/or updates various student reports and school documents, some of which would include: students' class schedules, students' report cards, upper class transcripts, district transportation contact list, students' registration materials, enrollment spreadsheet, Google Groups accounts, school academic calendar, student and staff handbooks, community directory, and computer inventory records.
- Coordinates or assists with a variety of school events, including but not limited to, family picnic, school picture and senior portrait day, graduation essentials, field trips, annual Golf fundraiser event.
- Oversees new student onboarding.
- Liaison for the school district nurse and assists in the scheduling of student screening and maintaining student medical records.
- Records, maintains, and audits student and staff attendance reports.
- School banking: Weekly pay school invoices and process bank deposits.
- Assists with maintaining the school's computer inventory, student chromebook assignments, and chromebook maintenance.
- Organizes and maintains student files, current and archived.
- Answers the phone in a prompt, professional manner and assists in routing of calls to appropriate personnel; provides phone assistance if knowledgeable on the subject matter.
- Compiles staff submissions and distributes quarterly newsletter.
- Oversees the ordering of office, kitchen, marketing, and instructional supplies.
- Cosigns all school checks for vendors/reimbursements, and process/mail payments.
- Administer prescription medications or over the counter medications during school hours, as directed by physician/parent.
- Assists with student dismissal.
- Transportation contact with school districts.
- Perform other duties and/or complete special projects as assigned.

**Qualifications and Skills:**

- Bachelor's Degree preferred; high school diploma or equivalent required
- 5+ years experience in an administrative assistant-related role
- Experience working with special education students is a plus.
- Proficient in Microsoft Office Suite and Google applications.
- Experience with banking software is a plus.
- Knowledge of office methods and procedures, filing, telephone techniques, and office equipment.
- Excellent written and verbal communication skills
- Organized, reliable, and self-sufficient
- Patient, team-oriented, personable
- Ability to handle and prioritize multiple projects.
- Ability to perform duties with speed and accuracy without supervision.
- Candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

**Job Type:** Full-time during the school year; abbreviated hours in the summer

**Benefits:**

- Paid individual health insurance
- Available dental and vision insurance
- Life Insurance
- Nineteen days paid time off
- School holidays off
- Retirement plan

**Start Date:** Negotiable and overlapping days with the current office manager are planned.