



OFFICE MANAGER – Spruce Hill Campus; Starts January 2020

Position Description

The Spruce Hill Office Manager is responsible for organizing the administrative functions associated with the academic program at the Spruce Hill campus, which will serve grades K-5. This position will lead efforts associated with ordering, school management software, campus-level communications, transportation, and student and faculty support. This position will supervise the Office Assistant, report to the Spruce Hill principal, and collaborates with the other campus office managers, schoolwide admissions office and facilities staff, among others.

KEY RESPONSIBILITIES

- Coordinates office management work at the Spruce Hill campus
- Directly responsible for school management software, ordering and campus-level communications to array of constituents
- Works directly with campus principal and other staff in various administrative functions,
- Partners with other campus office managers for various coordinated needs
- Provide student-level support for minor health needs
- Supports all student transportation needs
- Manages campus-level events, such as grandparents day, open houses, etc
- Responsible for supply ordering and state fund management
- Coordinates inter-campus and intra-campus communications.

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

PERSONAL ATTRIBUTES & SKILLS

- Understanding of and commitment to urban Christian education
- Strong relational, communications and organizational skills
- Desire to work and communicate with a close team and school community
- Spirit of dedication, graciousness, and willingness to learn
- Ability to multi-task in working towards the overall school goals
- Strong computer proficiency including Microsoft Office (Word, Excel)

EDUCATION & EXPERIENCE

- Bachelor's degree required
- Five years or more of customer relations, data management and admin experience preferred

Contact (initial applications must include resume and cover letter):
Dionne Delaney, Office Manager – Fairmount, ddelaney@cityschool.org