



NORTH CLACKAMAS CHRISTIAN SCHOOL

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Job Description

Office Manager

GENERAL DESCRIPTION

Goal	The goal of the Office Manager is to assist the school administrator as needed and establish, organize and maintain a professional and efficient office atmosphere.
Contracted By	The Office Manager is hired by the Administrator/Superintendent.
Responsible to	An Office Manager is responsible to the Administrator/Superintendent or his/her designee.
Supervises	An Office Manager supervises the secretaries and receptionists assigned to the office.
Evaluation	An Office Manager is evaluated by the Administrator/Superintendent or his/her designee.

- Full time salaried employee
- Health benefits & matching retirement plan
- Tuition benefits for employee's children
- Competitive Salary based on education and experience

REQUIRED PERSONAL QUALITIES

An Office Manager shall:

- Have received Jesus Christ as his or her personal savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct (Luke 6:40).
- Be a regular attendee in good standing at a local evangelical church, which has a statement of faith in agreement with the school's statement of faith.
- Show by example the importance of Scripture study and memorization, prayer, witnessing to others about Christ, and unity in the Body of Christ.
- Be in whole-hearted agreement with the school's statement of faith and Christian philosophy of education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ADDITIONAL PERSONAL QUALITIES

An Office Manager shall:

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, appropriate to the position and activities of the day, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Shall notify the school administrator of any policy he or she is unable to support.

- Refuse to use or to circulate confidential information inappropriately.
- Make an effort to appreciate and understand the uniqueness of the NCCS community.

ESSENTIAL FUNCTIONS

An Office Manager shall:

- Serve as administrative assistant to Principal/Superintendent
- Attend and participate in all Administrative Team Meetings
- Manage RenWeb, NCCS Google Administration
- Be proficient in Microsoft Office tools
- Answer all emails and voicemails sent to office
- Serve as Admissions Director, including new student enrollment and reenrollment
- Oversee purchase orders and supplies
- Coordinate all paperwork for new hires, including background checks
- Coordinate substitute scheduling
- Coordinate bus/transportation scheduling
- Set up and maintain staff/school calendar and other schedules
- Maintain all personnel files
- Create and maintain school forms
- Oversee beginning and end of year processes
- Serve as registrar; maintain and update transcripts, report cards and student records
- Oversee filing of all financial documents, etc.
- Maintain and check-out building keys
- Manage Prodata card key system
- Assist administrator in scheduling and coordinating all safety drills
- Oversee copier maintenance/supplies
- Comply with applicable federal, state, and local laws governing the operation of the school office.
- Cooperate with the administrator in implementing all policies, procedures, and directives governing the operation of the school.
- Contribute to the spiritual growth of the office patrons.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and to the general public.
- Develop and maintain rapport with students, parents, staff, faculty, administration and school board by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with students, parents, staff, faculty, administration, and school board.
- Know and implement the procedures for dealing with emergencies.
- Inform the administrator in a timely manner if unable to fulfill any assigned duty.
- Report for work on time.

PHYSICAL REQUIREMENTS

A Secretary/Receptionist Shall:

- Be physically capable of lifting 70 pounds.
- Be physically and mentally capable of determining the need for assistance in an emergency and summoning the assistance needed while maintaining the safety of the passengers.
- Be physically and mentally capable of administering first aid when required.

SUPPLEMENTAL FUNCTIONS

An Office Manager shall:

- Utilize training opportunities and evaluations processes for improvement as an Office Manager.
- Submit to testing for controlled substances on a random basis.