

# OFFICE MANAGER



## WHY TEACH AT POLYTECHNIC ACADEMY?

Our mission is to cultivate a collaborative learning community that successfully prepares young people to earn their high school diploma and to set goals for life beyond high school. Students have the opportunity to explore college and career options while simultaneously taking dual enrollment classes. We mentor students to develop personal leadership skills, develop critical thinking, navigate career exploration, and master technical skills as they move toward successful careers, post-secondary education, and a productive life.

## ESSENTIAL RESPONSIBILITIES

We seek an energetic, organized, and skilled Office Manager to join our Polytechnic Academy team. The Office Manager plays a crucial role in ensuring the smooth and efficient operation of the school's administrative office. This position requires a proactive individual who can manage various administrative tasks, support the school's staff and students, and maintain a positive and welcoming office environment.

- Coordinate office activities.
- Communicate regularly with families and staff.
- Maintain the principal's calendar, schedule appointments, and arrange meetings and conferences.
- Organize budget and financial material to maintain accurate fiscal records.
- Compose correspondence and bulletins independently and assist with routine administrative matters as appropriate.
- Coordinate substitute teachers and assist in orienting substitute personnel to the school facility.
- Follow policies and procedures that ensure the school operates within legal compliance and school guidelines.
- Maintain confidential student information and ensure the security of records.
- Create reports, spreadsheets, and compile data.
- Process enrollments and withdrawals.
- Organize and maintain cumulative files following school guidelines and ensure student files are in compliance and follow student record-keeping laws and ready for audit.
- Input student records into the student information
- Perform other duties as assigned

## QUALIFICATIONS

- High school diploma or equivalent required; associate or bachelor's degree in business administration or related field preferred.
- Minimum of 3-5 years of administrative experience, preferably in an educational setting.
- Strong organizational and multitasking skills with attention to detail.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other office management software.

## DESIRED

- Knowledge and experience with Aeries
- Charter school experience

## PHYSICAL REQUIREMENTS

- Prolonged periods of mobility through a large campus, and at times prolonged periods of sitting at a desk and working on a computer.
- Required to use motor coordination with finger dexterity (such as keyboarding) most of the workday.

If you are interested in applying, please email the following documents to [nprater@poly-academy.org](mailto:nprater@poly-academy.org):

- ✓ Resume
- ✓ Cover letter
- ✓ Two-Three letters of reference

*Polytechnic Academy is strongly committed to hiring a diverse and multicultural staff, and we encourage applications from traditionally underrepresented backgrounds. Polytechnic Academy does not discriminate based on race, color, gender, handicap, age, religion, sexual orientation, national origin, ethnic origin, or any other reason prohibited by state or federal law.*