



## OFFICE MANAGER

### **GENERAL DESCRIPTION**

**GOAL:** To provide administrative support to school operations in support of the school's mission.

**REPORTS TO:** Head of School/Director of School Operations

**QUALIFICATIONS:** Strong interpersonal and communication skills; organized self-starter who enjoys serving and using their gifts to facilitate effective communications and administrative operations in the school.

### **ESSENTIAL RESPONSIBILITIES:**

#### **Administrative Operations**

- Purchase and maintain office supplies for administrative and instructional operations
- Accept documents and other items from students
- Assume primary responsibility for school food service support, including coordination with the Food Bank
- Coordinate tasks with Downtown Ministries
- Assist in processing purchase orders
- Support the development and implementation of safety and security systems, including visitor reception and documentation
- Assist other administrators with program reports
- Assist in the planning and execution of regular school events

#### **Communications**

- Serve as the primary greeter for the school on both the phone and in the building
- Maintain a welcoming atmosphere and orderly office environment
- Work with the Director of School Operations to develop and maintain updated student/family directory and class rosters
- Provide support to families by ensuring clear and consistent communication between the school and parents
- Create and update a weekly newsletter to send to families
- Serve as the liaison between Downtown Academy and First Baptist Church
- Identify as the primary point of contact for volunteers

#### **Student and Family Support**

- Provide minor injury and health support
- Support a culture of care for students, staff, and parents through prayer and the application of the Fruit of the Spirit (Gal. 5:22-23)
- Assist teachers in direct student support and encouragement where needed



DOWNTOWN ACADEMY

355 Pulaski Street  
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downtownacademy.org

## General

- Perform other duties as assigned by the Head of School or Director of School Operations
- Monitor students during morning arrival.
- Plan, organize, and lead the morning circle to enrich student development.
- Conduct the Chapel slideshow and assist with related duties.
- Troubleshoot technological issues.

## Salary

The Salary range is \$31,000 to \$35,000.

*The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.*