

Madrone Trail Public Charter School

Job Title:	Office Manager	Reports to:	School Director
Location:	Madrone Trail Public Charter School Office	Position Type:	Full Time, Exempt

Job Description

SUMMARY/OBJECTIVE: To provide confidential assistance to the Principal, and to assure the smooth and efficient operation of the School office and School administration in accordance with the School's Mission.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position. Other duties may be assigned.

1. Coordinate executive communication, including taking calls, responding to emails and interfacing with staff, students, parents and community members.
2. Maintain a welcoming and accessible front office.
3. Prepare internal and external documentation for school, including but not limited to compliance reports, student enrollment records, report cards, disciplinary records, safety and other required compliance documentation. Also responsible for all record transfers for incoming and outgoing student to and from new school including yearly transfer of records for graduating 8th graders.
4. Responsible for scheduling and supervising substitutes for staff members, payments and credentials including teachers and assistant staff.
5. Preparing financial reports for the Board of Directors.
6. Supervise office secretary and janitor on a daily basis.
7. Creating yearly school calendar for Board and District approval, including calculations of instructional hours to meet state requirements.
8. Responsible for School operations of the school when Director is not present.
9. Student and staff attendance administration.
10. Manage and coordinate Director's meetings and appointment scheduling.
11. Advanced Microsoft Office skills, with an ability to become familiar with the student MESA, SIS001 systems, maintaining accuracy for student information including attendance, immunizations and grades.
12. Act as point of contact/liaison for a host of community partners, including the school resource officer through the Jackson County Sheriff's Department, the Fire Inspector, Sodexo, and First Student. Also point person with the Medford School District on lottery and human resources.
13. Creating a school directory each year with updated information.
14. Knowledge of Special Education rights and responsibilities as it pertains to the state standards.
15. Oversee and administer the schools volunteer system.
16. Supporting and assisting with all fundraising activities including but not limited to Auction, May Faire, festivals, jog-a-thon etc.

Finances and Accounting:

17. QuickBooks online accounting program, responsible for paying all bills and transferring monies for payroll, allocating deposits into proper accounts.
18. Receive and receipt all payments to the proper accounts for the school. Tracking payments for fundraisers.
19. Responsible for all processing of credit card payments for the school.
20. Responsible for all deposits including delivery to the bank.
21. Yearly correspondence with Pauly Rogers for the annual audit services. (Gathering information, pulling records requested and filling out documentation).
22. Maintaining Itemized spreadsheets for class accounts per teacher.

Payroll and Human Resources Responsibilities:

23. Coordination and administration of registrations and licensures with the TSPC.
24. Processing all suspensions or other disciplinary documentation.
25. Assist Director with personnel issues.
26. Make travel itineraries and all reservations for trainings for staff.
27. Point person for payroll, PERS and OEGB insurance administrator.
28. Manage and administer payroll, with assistance from outside vendor.
29. Oversee staff orientation and on-boarding of new hires. Responsible for all documentation for federal requirements for employment for example I-9, W2, W9, 1099. Point person for all fingerprinting and drug screening.

Facilities and General Administration:

30. Ordering lunches for students and dispensing of lunches in a timely manner.
31. Ordering supplies for the school, custodial and the students/ teachers.
32. Coordinate with special events by opening the building on weekends and/or evenings.
33. Prioritize and manage maintenance requests, including scheduling outside contractors and work order scheduling for all maintenance that needs to be done on the building, computers etc.
34. Security: Signing out keys and maintaining records. Unlocking all gates and bathrooms as needed.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Must possess and maintain a valid First Aid card [if required].
2. Bloodborne Pathogen Training/Hepatitis B Shot Series Training (is this required?)

CORE COMPETENCIES:

1. Initiative.
2. Leadership.
3. Time Management.
4. Decision Making.
5. Communication Proficiency.
6. Organization Skills.
7. Discretion/Confidentiality

SUPERVISORY RESPONSIBILITY: This position supervises the office and janitorial staff, and is responsible for the performance management and hiring of those employees.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

PREFERRED EDUCATION AND EXPERIENCE: Bachelor's degree. Experience with Quickbooks Online.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.