

## Office Manager

**Summary:** To provide administrative support to the Chief Administrative Officer by coordinating school communication, managing the central office, and facilitating both student/family services and special events. In addition, this position serves as a receptionist and initial point of contact for constituents of the school and the community.

### **General Qualifications:**

- Living faith in Jesus Christ, consistent with Heritage Academy Statement of Faith;
- Commitment to core values of Heritage Academy;
- Demonstrated experience in office management and related responsibilities;
- Aptitude and experience with computers; strong communication skills;
- Confidence multi-tasking;
- Bachelor's degree, experience in elementary or secondary education preferred.

**Reports To:** Chief Administrative Officer (CAO)

### **Responsibilities:**

- Information Management: organize and publish policy and program details; manage various calendars and directories.
- School Communication: create and publish newsletters, announcements, and other resources; facilitate communication between the administration, faculty, and families; maintain website.
- Daily Operations: manage central office, including administrative details for academic programs and student activities; assist teachers and students with daily necessities; serve as receptionist, cashier, and monitor of school entrance.
- Special Events: help plan administrative aspects of social functions and assist with athletics functions; coordinate (with administrative team) school-wide events including Orientation Day, Open House, Commencement, etc.
- Administrative Support: provide support for Chief Administrative Officer in administrative/operational tasks, development and implementation of new services and resources, constituent relations, and school advancement.