



3980 Gum Branch Road, Jacksonville, NC 28540 • (910)938-7017 • www.lwcs.net

Living Water Christian School: Office Manager

The Office Manager works in partnership with the Administrator and Executive Director to lead the day-to-day operations of the school, including but is not limited to the supervision of office staff, students and volunteers.

Essential job functions:

- Supervise office personnel, organize and expedite the workflow of the school and offer guidance and direction to other school personnel as needed.
- Serve as a major program information resource person, acting as liaison between parents, faculty and administrative departments, dispense accurate and timely information and direction to students, parents, staff, and visitors.
- Establish, maintain and insure proper use of confidential files and information, which may include student, personnel, and payroll records. Maintain and update faculty phone lists and rosters.
- Compose independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school or assigned area.
- Screen correspondence and telephone calls for administrator and staff.
- Maintain multiple administrator calendars. Organize appointments, staff meetings, and make arrangements for school visitations.
- Exercise sound judgment in answering questions and resolve situations involving students, parents, public, and staff through knowledge of school policies and general rules and regulations.
- Perform first aid and care for injured/ill students, taking full responsibility for students' welfare
- Maintain financial records, such as school budget, student-body accounts, or other school accounts
- Compile, develop, and design reports, handbooks, newsletters and special projects from a variety of sources.
- Perform diverse managerial responsibilities within areas and limits of authority as delegated by school principal, which can include but is not limited to processing employment applications, processing absence requests, reviewing non-exempt employee hours worked.
- Handle routine issues and emergencies concerning employees and/or students with the ability to make decisions independently or collaboratively or recommend action as appropriate.
- Perform a wide variety of administrative work, including word processing, editing, proofreading, filing, and recording information, and processing and distribution of all correspondence, some of which is of a confidential nature.
- Maintain a high degree of confidentiality regarding all aspects of the school site operation.
- Perform registrar duties: grades, attendance, course building, teacher course assignment, student course placement and classroom rosters, student withdrawals.
- Report cards – assist faculty, review, and post to student portal.
- Standardized testing - ordering, processing and posting to portal.
- Production of monthly student awards, promotion certificates.
- Other duties as assigned.

Skills and Working Relationships:

- Perform a variety of administrative duties involving use of independent judgment, accuracy, speed, and confidentiality in a dynamic environment.
- Meet schedules and deadlines.
- Plan and organize work.
- Perform duties with minimal supervision.
- Supervise and coordinate the work of others.
- Maintain a professional demeanor at all times.
- Understand and carry out oral and written instructions.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Uses effective interpersonal skills including tact, patience, and courtesy.

Ability to maintain confidential and positive working relationships with administrators, faculty, staff, parents, students, school and community organizations vendors and the public, including but not limited to the following:

- Exercise confidentiality when dealing with all information related to students, parents and employee/personnel matters.
- Establishes and maintains productive, collaborative relationships with others.
- Relate well to a variety of individuals, including students, parents, staff, and the community.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Maintain cooperative working relationships.

Qualifications

We are seeking candidates who believe deeply in our organization's mission and who thrive in a dynamic environment. Additionally, candidates for the position must also have:

Required:

- Basic computer skills
- Outstanding communication and interpersonal skills
- Excellent organization, time management, and follow-up skills along with ability to prioritize and demonstrate an appropriate sense of urgency
- Strong team-orientation and collaborative nature
- Strong attention to detail
- Ability to work in a fast pace, demanding office environment

Highly Desired (but not required):

- Bilingual speaking, reading, and writing abilities (Spanish)
- Background working with entrepreneurial organizations is preferred
- Interest in education/charter schools is preferred

Job Type: Full-time

Salary: 12-month contract based on experience
2-week paid vacation
All school holidays except summer