

CITADEL CHRISTIAN SCHOOL

JOB DESCRIPTION AND SELF- EVALUATION FORM

POSITION TITLE: Office Manager

GENERAL DESCRIPTION: provides office and clerical support to assist with the efficient operation of the school. Works closely with the office staff and administration and represents the school to visitors.

QUALIFICATIONS: The office manager shall be one who has trusted Jesus Christ as Savior and Lord. She shall be a member in good standing of an evangelical church and shall lead a mature Christian life. She shall possess the interpersonal and leadership skills necessary to guide employees and volunteers toward the efficient completion of a variety of tasks/projects.

RESPONSIBLE TO: Head of School or Principal

SUPERVISES: volunteers

NOTE: When using this form for self - evaluation, follow this rating scale:

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|-----------------------|---------------|----------------------|---------------------|------------------|
| 5-Clearly Outstanding | 4-Commendable | 3-Meets Expectations | 2-Needs Improvement | 1-Unsatisfactory |
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Receptionist

- ___ 1. Answer and screen phone calls; record and distribute messages to faculty/staff.
- ___ 2. Check voicemail system for messages; record and deliver them as needed.
- ___ 3. Greet and attend to the needs of all students, parents, and visitors.
- ___ 4. Provide a welcoming and accommodating atmosphere in the front office.
- ___ 5. Monitor and file sign-in/out sheets.
- ___ 6. Act as informal security.

Clerical

- ___ 7. Keep all forms supplied for the front desk, including absent/tardy slips, Disciplinary notices, information and registration packets.
- ___ 8. Process absent/tardy slips as needed and maintain student attendance records, including excused and unexcused absences/tardies and provide daily reports for the principal.
- ___ 9. Process and maintain disciplinary notices and reports.
- ___ 10. Prepare, at the direction of the principal, correspondence with parents regarding attendance, discipline, special activities/events, etc.
- ___ 11. Put monies collected in the proper place and give receipts for cash amounts.

- ___ 12. Coordinate volunteer coverage for the office as needed.
- ___ 13. Assist other office staff with tasks as needed.
- ___ 14. Coordinate use of the facility with Citadel staff, RCB, and outside groups
- ___ 15. Assist with planning and coordination of high school graduation.
- ___ 16. Coordinate "Back to School Night", Open House and other special events.
- ___ 17. Communicate maintenance and repair needs to RCB.
- ___ 18. Inventory and maintain stock for supplies in lunchroom.
- ___ 19. Oversee the workroom, including maintenance of copy machine & laminator, organization of room, stock of forms and supplies for teachers.
- ___ 20. Manage Master Calendar and coordinate communication among faculty, staff, administrators, parents, and students via Weekly Staff Memo, and BCA Family Email.
- ___ 21. Keep statistical records of fire and emergency drills.
- ___ 22. Process student withdrawal forms and forward copies of student records when requested by other schools.
- ___ 23. Procure records from other schools for newly enrolled students.
- ___ 24. Mail information and application packets as requested; maintain Student Inquiry Book.

Clinic

- ___ 25. Maintain current first aid and CPR training.
- ___ 26. Provide basic first aid care when students become ill while at school.
- ___ 27. Administer medication and properly record dosage according to policy.
- ___ 28. Record and monitor student immunizations in RenWeb; insure that all students are in compliance, notify parents as needed, and submit the "Annual Immunization Report" to Texas Department of State Health Services.
- ___ 29. Conduct or facilitate vision, hearing, and scoliosis screening and submit the annual report to the Texas Department of State Health Services.
- ___ 30. Know the procedures for dealing with issues of an emergency nature.
- ___ 31. Help conduct emergency drills and maintain emergency form binders.

Communication

- ____ 32. Serve as the “information clearinghouse” and disseminate information via the bulletin board (posting flyers, etc.), marquee, “Weekly News”, & local media.
- ____ 33. Assist with planning and hospitality for all school activities and special events.
- ____ 34. Help teachers coordinate field trips, including the transportation of students.
- ____ 35. Process all lunch requests (teachers, staff, and students)
- ____ 36. Coordinate the placement of lunch orders and arrange for delivery or pick-up.
- ____ 37. Coordinate volunteers for lunch duty.
- ____ 38. Manage information on RenWeb in order to better communicate with families.

Marketing

- ____ 39. Create regular FaceBook posts
- ____ 40. Manage the CRM.