

Reports To: Director of Education

Position Status: Non-Exempt

JOB SUMMARY

The Office Manager helps foster an inclusive and welcoming environment for our visitors and the AchieveKids team. This position directly supervises office services, including mail pick up and distribution, maintenance of electronic and paper records, upkeep of databases and overseeing reception and communications. This position assumes responsibility for special projects assigned by management and provides a variety of skilled administrative and clerical tasks for senior management and the Board of Directors. Responsibilities involve exposure to sensitive and confidential information and require diplomacy, discretion and judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties marked with an asterisk (*) are considered to be essential to this position under the terms of the Americans with Disabilities Act.

- Create and foster a welcoming front office area to meet visitors.
- Coordinate front office activities, including handling phone system, meeting visitors, enforcing visitor check-in policies and procedures. *
- Provide confidential administrative support to Executive Director and Board of Directors. *
- Attend Board of Directors' meetings; setting up the room, taking minutes, transcribing minutes and reporting back to the Board members as appropriate. *
- File student, Board of Directors' and Agency paperwork.
- Edit and distribute student progress reports to appropriate people; coordinate IEP notification letters. *
- Coordinate IEP notifications letters. *
- Order office and equipment supplies. *
- Distribute internal and external mail including delivery of orders and packages. *
- Arrange for maintenance of all office machinery. *
- Process check deposits for organization utilizing a desktop deposit system. *
- Coordinate and maintain petty cash system.
- General office organization and management. Maintain orderly systems and physical environment. *
- Maintain school calendar. *
- Assist in maintenance of required paperwork for State and County requirements. *
- Maintain communication with providers of security and fire alarm services. *
- Coordinate emergency responders such as police and fire departments, as needed.
- Maintain various databases on an ongoing basis, including KidNet. *
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, the individual must be able to satisfactorily perform each essential duty. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- An Associate's degree or a combination of education and experience that demonstrates the ability to perform the essential functions of the position.
- Office management experience demonstrating the ability to handle a multi-line telephone system, use various types of office equipment; and work autonomously as well as in a team setting.
- Competencies in the following, or willingness to obtain competencies within 30 days of hire:

- First Aid/CPR Certification
- Knowledge of child abuse reporting laws
- Safety Care techniques (Certification is a requirement for this classification)

Skills & Abilities

- Intermediate level of skill in MS Office, particularly Outlook, Word and Excel.
- Excellent verbal and written skills.
- Attention to detail and excellent organizational skills.
- Good public relations skills.
- Strong interpersonal skills.
- Ability to learn quickly.
- Ability to anticipate the need for and to take initiative in problem-solving.
- Ability to work autonomously, as well as in a team environment.
- Ability to handle multiple priorities and tasks deadlines in a casual but fast-paced, dynamic environment.
- Ability to work in a confidential manner with diplomacy, discretion and judgment.
- Ability to handle multiple project from inception to completion.
- Able to hold employer information in confidence. Position will have ability to access all AchieveKids financial, student and personnel information. Access should be limited to need-to-know information and all information must be considered highly confidential.
- Bilingual (English and Spanish) is a plus.

Other Requirements

- Criminal background clearance or formal exception
- Valid California driver's license with a clean driving record
- Auto insurance
- Must provide and maintain a negative Tuberculin (TB) test every four years
- Complete a physical examination that demonstrates the ability to perform the essential functions of the position, with or without reasonable accommodation

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position may require remote work on a temporary or permanent basis, depending on business needs. Remote work does not change the terms and conditions of employment. Remote employees must follow all AchieveKids policies, including adhering to all meal and rest break and attendance schedules. Remote employees are expected to dedicate their full attention to their job duties during working hours.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, reach with hands and arms, and use hands to finger, handle, or feel objects, tools, or controls. This job is occasionally required to climb, balance, stoop, kneel, crouch, lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to run and walk for a minimum of 3 minutes, escort a student for a minimum of 3 minutes, and climb a six foot fence.

Work Environment

This position regularly works in outdoor weather and wet (humid) conditions. Noise level in the work environment is usually moderate and can sometime be noisy.

There may be potential exposure to blood, urine, and feces; thereby, potentially at risk for exposure to bloodborne pathogens.

Office Manager

Job Description



ACKNOWLEDGEMENT & RECEIPT

I have read this job description and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the Agency without it being specifically included in the job description.

I acknowledge that I have received, read, and sought clarification of any questions that I have about the content of this job.

Employee Name

Employee Signature

Date