**Job Description-Office Manager**

**POSITION SUMMARY**

The Office Manager is a full time, non-supervisory position. The Office Manager provides clerical, human resources and other services to Director and staff. Reports to the Director.

**RESPONSIBILITIES**

* Secretarial support duties for Director and others
* Greet and welcome visitors to Focus Learning Academy
* Screen and direct phone calls
* Produce email and US mail communication to students and families
* Assist Enrollment Specialist and other staff and administrators as needed
* Maintain adequate inventory of office and/or custodial supplies
* Provide and manage scheduling for parent/teacher/student conferences
* Monitor safety of office; report any difficulties to the Director
* Facilitate link between staff and eSchool Human Resources
* Oversee and maintain well organized files and office equipment
* Maintain and ensure confidentiality of file and file information
* Manage the petty cash for office
* Assist with the organization of the enrollment and withdrawal processes for students
* Assist in classrooms as appropriate
* Other duties as assigned by Director

**Qualifications:**

* Associates's degree from an accredited college or university preferred
* Such alternative(s) to the above qualifications as the Executive Director and/or the Director mutually may find appropriate

**Skills Required**

* Good working knowledge of MS Word, MS Excel, typing, filing; excellent communication skills