



Front Office Manager

JOB DESCRIPTION

JOB PURPOSE:

Under general direction, the purpose of this position is to perform H2HCA-based duties associated with providing secretarial support to a departmental director level or above; may include coordinating the activities of other clerical support positions in the department. Employees in this classification function at a complex clerical capacity and coordinate schedules and meetings, create complex documents and reports, maintain filing systems, as well as provide general office support. Employees also assist with the resolution of emergency situations. Performs related work as directed.

QUALIFICATIONS:

Bachelor's degree in business administration preferred. High school diploma or GED; supplemented by up to two (2) years of previous experience in more progressively responsible assignments training in an office environment, or any equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential job functions.

CLASSIFICATION: Non-exempt

SPECIFIC DUTIES AND RESPONSIBILITIES

Manage media specialist position and library functions.

Performs administrative and secretarial assignments with minimal direction for departmental director level administrators. May include support for others in their department as well.

Coordinates and schedules meetings, meeting rooms, and required equipment for internal meetings and those with other departments, vendors, or the business community.

Coordinates the need for telephone coverage for lunch coverage, and distribution of clerical workload; to enhance communication and discuss and clarify administrative and secretarial issues, as needed. Letting the administration know when leaving the front.

Creates and maintains filing systems and files for the department including vendors, departmental personnel, contracts, projects, state and federal correspondence, budget and audit, general files, and information files.

Make sure all files are current with correct information and data.

Checks shot records and makes sure they are complying throughout the year.

Processes departmental information: sorts, dates, highlights, and distributes to other areas of the department, as needed.

Fax for student records, make sure all records are scanned and in the system.

Make sure all attendance- absences and tardies are current and up to date for the students in Gradelink.

Handles student medicines, medicine log and administering medicine. Calling parents when medicine gets low, or the student is out.

Handles emergency situations and notifies appropriate personnel for resolution.

Answers incoming telephone calls for the main department number, as needed; answers questions, resolves issues, takes messages or forwards calls to the appropriate person or department.

Takes notes and prepares meeting minutes for all staff meetings as required.

Maintain strict confidentiality.

Maintains an adequate supply of materials and supplies for the department.

Maintains electronic calendar, task list, and contact list for departments using computer software.

Responsible for keeping up to date on current technology, as job appropriate, being used by H2HCA. With the support of the H2HCA, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

Organizes and oversees the operation of the National School Lunch Program. Ensures continued compliance and files all reports and claims.

Performs related duties as directed.

Job Type:

Full-time

Reports To: Elementary Principal

Salary:

\$28,000-\$34,000 per year

Schedule: Regularly, the hours are 7:30 AM – 4:00 PM with an understanding of flexibility for school- sponsored activities that occasionally occur after school.

Experience: 2 years (Preferred)

License/Certification: None required.