

LOGOS ACADEMY JOB DESCRIPTION
Created: (4/18/2017-dal) Revised: (date & initials)

Title: Office Manager (Exempt, 12-month, Full-Time, Regular)

Reports To: Director of Human Resources & Administrative Services

Minimum Requirements

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 5C's: Christ-centered, culturally diverse, community-minded, and classically trained, collaborative family partnerships
- Commitment to advancing the mission of Logos Academy through hard work, innovation, and partnership with the Advancement Department, and in good stewardship of all resources
- Commitment to advancing the technology plan through personal growth and initiative
- Being bilingual (Spanish) is a highly preferred skill for this position
- High School diploma and/or Bachelor's degree and/or minimum of 3-10 years' experience serving as an Executive Assistant
- Experience supervising a team for a minimum of 1 year
- Effective interpersonal communication practices, integrity with confidential information, organizational skills, strong independent project management, and ability to handle stressful situations with professionalism and flexibility
- Proficient typing and editing skills
- Strong writing ability given basic guidelines
- Advanced technical proficiency (Wordpress, Graphic editing tools (Photoshop), Social Media (Facebook, Twitter, YouTube, Pinterest), calendars, word processing, spreadsheets, databases, cloud-based apps (Evernote, Drive), Gmail, Publisher, Excel, Word, Adobe Acrobat
- Ability to joyfully interface with and respectfully serve a diverse audience, including board members, staff, students, families, donors, contractors, and vendors
- Committed to excellence

Major Responsibilities:

1. **Supervise Administrative Team**
 - a. Manage front desk including implementing and updating policies, procedures
 - i. Ensure front desk is open from 7:30-4:30 on all full-day school days, 7:30-12:30 on early dismissal days
 - b. Oversee nursing duties completed by the administrative team at the direction of assistant head of school
 - i. Maintain accurate records for student medications
 - c. Approve paid time off requests and weekly timesheets for administrative team
 - d. Produce and send updates to faculty and staff for the athletic director
 - e. Run weekly reports for division level leads to assist them in communications reporting students who are ineligible for athletics
 - f. Run weekly reports of behavior plans and/or academic improvement plans and deliver to dean of student affairs
2. **Provide support to the assistant head of school and dean of student affairs**
 - a. Ensure that the process is completed for reliable financial and demographic data to be collected from all families annually
 - b. Ensure that scholarships are calculated, awarded, and communicated for all new and returning family by assigned deadlines
 - c. Maintain all lists and communications for missed deadlines potentially impacting student enrollment
3. **Tuition billing**
 - a. Provide information to parents and guardians regarding the process for tuition payment plans and discount options
 - b. Ensure that the process is completed for the setup and maintenance of all payments plans with all families annually (with assistance in routine tasks by an assigned administrative assistant)
 - c. Charge the school's annual full tuition rate for each student in FACTS Mgmt (prior to applying the scholarship award)
4. **Tuition collection**
 - a. Produce and communicate 60-day overdue reports independently
 - b. Add communication, date, and content update to comments section in FACTS Mgmt
 - c. Produce 90-day overdue reports and deliver them to Dean of Students for final decisions and communications (including the assistant head of school)
5. **Utilize the FACTS Mgmt systems to produce data reports as requested by any member of the management team**
6. **Interact with parents and guardians in a timely and professional manner** (to follow up on any missing or deficient information in any of the areas above).
7. **Other duties as assigned**
 - a. Assist in daily student dismissal