



# THE LOS ANGELES CHRISTIAN SCHOOL

## JOB DESCRIPTION

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### ELEMENTARY OFFICE MANAGER

**DESCRIPTION:** The Elementary School Office Manager will support and empower the mission of the Los Angeles Christian School by providing a friendly, professional, and consistent presence in the school office. The Office Manager assists students, parents, and staff of the school and provides administrative support to the school's leadership.

**ACCOUNTABILITY:** The elementary school office manager reports directly to the school principal and assistant principal, and works closely with the business administrator.

#### RESPONSIBILITIES:

1. Provide consistent presence and availability in the school office.
2. Facilitate the smooth running of the elementary school office (stocking the photocopier, calling service technicians as needed, etc).
3. Open elementary school front gate, pedestrian gate, and close elementary school gate daily.
4. Welcome parents and visitors to the school when they arrive.
5. Professionally answer the phone and take and distribute phone messages.
6. Receive and receipt tuition and other payments according to established procedures.
7. Maintain the administrative and student files of the elementary school office.
8. Record and keep track of parent volunteer hours.
9. Provide basic first aid and comfort to students in need.
10. Assist with parent communication (flyers, newsletters, calls home as needed).
11. Provide administrative support for school events by creating powerpoint presentations/flyers or photocopying handouts.
12. Donor communications, update database.
13. Design, curate, and manage five sponsor mailings (templates already created, assistance provided during assembly)
14. Assist with scheduling new student testing and facilitate the registration process.
15. Assist in coordinating school events, including assemblies, parent-teacher conferences, volunteers and staff meetings.
16. Draft, format, and distribute letters, reports, and other documents for the Principal and Assistant Principal.
17. Prepare agendas, take minutes, and follow up on action items for meetings.
18. Calendar Management, manage the Principal and Assistant Principal's schedules; arrange meetings and appointments.
19. Assist school leadership with the general school calendar.
20. Assist the Principal and Assistant Principal with prioritizing tasks and projects to ensure timely completion.
21. Handle sensitive and confidential assignments with discretion.

#### PROFESSIONAL EXPECTATIONS:

1. Behave in a manner consistent with Christian witness and as a representative of the school.
2. Maintain professional standards in behaviors and attitudes.
3. Consistently adhere to assigned hours and schedule.
4. Communicate honestly and effectively with leaders and staff.
5. Resolve conflict in an appropriate manner.

**Benefits:**

- Health, Dental, and Vision insurance coverage. (You can register for this in August 2024)
- Group Life Insurance & Accidental Death and Dismemberment Insurance.
- 403(b) retirement plan with a \$1,000 per year employer match

**Personal Time Off (PTO):** 50 hours per year. PTO can be used for illness or personal leave.

Holidays: Your salary includes all paid school holidays according to our school calendar.