

**Job Title:** Office Manager

**Position Type:** Exempt

**Reporting:** This position reports to the Head of School

La Salle Charter Schools, Inc., is a public charter school located in North St. Louis, committed to transforming children and our community through innovative education. We work hard to educate the whole child. Students at La Salle are pushed to achieve academic excellence, nurture caring relationships, understand the need for service in the community, and are shown the importance of respect for all.

The Office Manager is a versatile and team-oriented individual with abilities and experience across operations, logistics, finance, and academic administration. And serves as the Organizations' thought partner and "right-hand" for managing the school's day-to-day operations. The Office Manager also serves as a vital link between the organization and the community, from helping parents and families navigate the school enrollment process to working with community leaders and organizations to coordinate Enrichment activities. The role requires an entrepreneurial approach towards meeting the needs of the staff, students, and families.

#### *Responsibilities and Duties*

- In coordination with the Leadership Team provide overall quality customer service, analyze service performance, and customer satisfaction data to set improvement goals.
- Manage non-academic-related systems and activities as delegated by the Head of School, including student enrollment, scheduling, student data management, new staff onboarding, reporting to internal and external stakeholders, etc.
- Manages day-to-day activities of designated non-instructional staff, at the discretion of the Leadership Team.
- Review check requests, purchase orders, reimbursements, etc. up to agreed-upon thresholds; prepare larger expense requests for review by the Head of School.
- Ensure staff responsible for departments, programs, or projects with budgets have the financial data they need to make appropriate decisions.
- Manage purchasing, procurement, and inventory management responsibilities, including vendor management and securing organizational supplies, instructional materials, furniture, and equipment.
- Understand and ensure the school is aligned with all federal, state, and local legal and compliance requirements and regulations, with support from the Leadership Team.
- With support and resources from the Leadership Team ensure data on students, families, staff, non-academic courses, etc. is entered into SIS and other systems accurately and on time for use for teaching/learning and compliance reporting.
- Coordinate with facilities/operations director to:
  - Proactively ensure the building is clean, well-maintained, safe, secure, and meeting educational needs.
  - Walk the building and campus daily to identify facility and maintenance issues.

- Report facilities, maintenance, and equipment requests from staff assign to custodial staff and vendors and resolve them according to service standards.
- Establish and maintain strong, accountable relationships with foodservice partners to ensure timely, reliable, safe, on-budget, and fully compliant delivery of services and accurate reporting and financial management.
- Coordinate recruitment activities for students (e.g., new students, intent to attend, waiting lists) including managing marketing initiatives, demographic analysis, and coordination with local/regional media outlets to meet enrollment goals/targets.
- Contribute to the overall success of the organization by performing all other duties and responsibilities as assigned.

*Education Requirements:*

- A Bachelor's degree is required, (advanced degree in business, management, education, public administration, or related field a plus).

*Qualifications, Knowledge, and Skills*

- At least 3 years professional work experience, ideally in a charter school or other K-12 education organization, or transferable experience from another private or public sector organization.
- Demonstrated success providing superior customer service.
- Strong communication, writing, and presentation skills; ability to translate technical operations information understandably and concisely.
- Organized planner and project manager with proven ability to multitask, take initiative, prioritize effectively, and deliver for multiple stakeholders on deliverables and deadlines.
- Quantitative skills and experience with accounting, budgets, and financial management.
- At least intermediate proficiency in Microsoft Excel, Word, PowerPoint, and Outlook required.
- Skill in and/or ability to learn new information systems, including Tyler (Student Information System) and KickBoard (student behavior management system).
- Relentless determination to do whatever it takes to help our students succeed.
- Orientation to make decisions in the best interests of students and the sustainability of LSCS' mission.
- Passion and deep alignment with the organization's mission, values, culture, and team.
- Deep customer service ethic.
- Goal-driven, accountable, and reliable;
- Strong attention to detail and follow-through.
- Proactive and creative problem-solver; ability to identify, analyze, and recommend solutions to problems.
- Strong interpersonal skills and track record of collaborating with diverse stakeholders; capacity to work well with staff, students, families, community members, and outside vendors.
- Enthusiasm and sense of humor.