



JOB DESCRIPTION

Position: Administrative Manager

Reports to: Head of School

Status: Full-time, year-round, exempt

Job Summary

Support school operations by creating and/or maintaining, organizing, and implementing administrative systems. Ensure effective information flow and efficient use of resources throughout the school. Remain up to date on developments in the school, business decisions, program developments and/or changes. Maintain a pleasant, professional, safe, and secure office environment. Support project management and special projects as assigned by organizing and coordinating information; monitor results and/or review forward progress and report on all to the Head of School. Identify administrative and/or operational needs, evaluate options and propose suggestions. Monitor operational budget accounts. Complete other administrative duties including accounts payable/receivable, and serve as Admissions Coordinator responsible for admissions paperwork and scheduling. Manage student, employee, vendor, and other files. Keep an organized, clean personal work space. Maintain professional and technical knowledge via self-study and/or attendance at educational workshops. Professionally represent the school's core values and serve as an ambassador for the vision and mission of the school.

Job Qualifications

- BS or BA degree in Business Administration, Accounting or Finance, or equivalent experience
- Experience in an office and/or childcare/educational setting
- Strong organizational and time management skills
- Excellent attention to detail with paper and electronic communication
- Proficient knowledge of common software programs (Mac/PC - Quickbooks, Word, Excel, Publisher, Photoshop, etc.)
- Ability to work full-time, according to school calendar as well as during some school breaks, and as necessary to accommodate operational needs, for presence at school events/activities, and staff meetings.

Job Duties

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

1. Understand and abide by all school policies and guidelines as stated in the Spruce Tree Montessori School Parent Handbook and Employee Handbook.
2. Support the development of students academically, socially, emotionally and physically by modeling appropriate work ethics and behavior.
3. Provide the utmost in customer service to parent-customers, students, prospective parents and visitors and support the needs of staff through internal service related to office and administrative systems and guidelines, schedules and operational routines.
4. Assist with the planning of and work alongside Head of School to host school events, parent education nights, "Montessori Mondays", fundraisers and other activities aligned with the school's mission.
5. Attend school-sponsored events and local Chamber of Commerce Meetings as invited, as well as other community events determined to be in line with the school's mission.
6. Work in coordination with the Head of School, Elementary and Children's House Teachers for purchasing and organizing supplies and materials for classroom use, to include materials and supplies for assemblies, educational celebrations, and activities respectful to religious freedom and exposure.
7. Manage inventory of classroom, paper, art and office supplies, including physical inventory, organization, and purchase.
8. Maintain electronic devices to include laptops, desk tops, iPads and printers to include running updates as applicable, appropriate charging organization and ordering ink/paper supplies.
9. Foster healthy staff morale through frequent, thorough, respectful verbal and written communication.
10. Serve as an extension to the Head of School as related to customer service, staff support and office management; report concerns, feedback and share questions in a timely manner.
11. Coordinate, review and update the daily schedule and agenda for the Head of School in an effort to maintain balance and productivity; schedule parent observations, enrollment interviews and other meetings as requested. Add all to shared iCloud calendar and inform Head of School about all.
12. Maintain school calendars: Montessori Compass, iCloud, lobby, master and website.
13. Report on facility repair/maintenance needs; take initiative to fix things, solve problems and/or propose solutions.
14. Attend all staff meetings and other meetings as invited by Head of School; take notes, note action items, decisions and lessons learned, and report such to Head of School.
15. Create the weekly Administrative Meeting Agenda to include standard reports, updates and other notes in an effort to effectively inform the Head of School of administrative and operational issues, highlights, needs, concerns, and other pertinent information.
16. Assist with administrative, operational, light maintenance and special projects as assigned.
17. Perform bookkeeping duties to include invoicing, payment transactions, and customer communication; payables, account reconciliation, reporting and budget data entry.
18. Process payroll, enter human resource information and update/maintain employee files.

19. Assist with the development of budgets, perform cost analysis/reduction research, monitor costs, analyze variances and handle accounts receivable/payable.
20. Maintain student, employee, vendor and other files holding all information in strict confidentiality.
21. Create and/or build and maintain spreadsheets as assigned.
22. Serve as a utility staff member in all classrooms as needed and/or assigned; serve as a substitute teacher as needed.
23. In the classroom, provide sound educational assistance to teachers; assist with all aspects of the classroom, including organization, maintenance, and safety.
24. Assist with student behavioral redirection and classroom management as needed.
25. Assist with materials preparation/making (copying, cutting, laminating) according to teacher needs and requests.
26. Manage office organization; maintain a clean and tidy teacher office and lobby; assist with classroom, shared space and Head of School office cleaning and organization tasks as needed.
27. Promote the mission of Spruce Tree Montessori School and work to achieve this mission through mindful work habits.
28. Professionally represent the school's core values and serve as an ambassador for the vision of Spruce Tree Montessori School.
29. Perform job duties as listed in this job description and others as assigned by the Head of School.