



STAFF PERSONNEL POSITION DESCRIPTION

Position:	Office Manager
Employment Schedule:	10 months Full - Time
Evaluation:	Annual
Reports to:	Principals
Supervises:	Students
Compensation:	Salary

Position Purpose:

Perform a wide range of administrative and office support activities to maintain the smooth running of the entire office. Organize and coordinate office administration procedures for maximum effectiveness, efficiency, and safety within ECA. Manage and coordinate substitute teachers; and serve as a substitute when needed. He/She will also maintain intra-office communication protocols, streamlining administrative procedures, and task delegation.

Essential Duties and Responsibilities:

Administrative Management

- Supervise receptionists.
- Resolve administrative problems and inquiries.
- Organize and oversee mailings.
- Maintaining general office files, including, vendor files, and other files related to the company's operations.
- Manage activity and field trip requests, conference room, and special classroom events.
- Purchasing office supplies, equipment, and furniture.
- Maintain school communication including, but not limited to electronic sign, FACTS, school delays or closing.
- Overseeing the maintenance of office facilities and equipment.
- Performing other relevant duties when needed.

School Communication

- Write, edit, and distribute school newsletters, press releases, website updates, and assist with social media.
- Maintain consistency in the school's branding across all communication materials.
- Work with IT to update the school website to ensure accurate and relevant content.
- Work closely with administration, teachers, and support staff to gather information and coordinate messaging.
- Manage communication tools like parent portals, apps, or messaging systems.
- Provide resources and support for parents to stay informed about school policies, events, and activities.

Manage and Administer the Substitute Teachers

- Hire and train substitute teachers.
- Find subs for teachers who are using RTO.
 - Call/Text Subs on morning when teacher requests off
 - Coordinate Sub Folders
 - Coordinate Sub Keys

- Fill out Sub Timecards
- Update Sub Rosters when necessary.
- Maintain Sub Spreadsheet.
- Be a universal sub as needed to fill in for emergency sub or in-house sub.

Administer Keys to:

- Teachers
- Substitute Teachers
- Staff

Transportation

- Serve as a liaison between the school, parents, and transportation staff to address transportation-related issues, including delays or route changes.
- Assist in maintaining records related to bus drivers, DOT, and other documents related to drivers.

Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
- A deep commitment to, and personal understanding of, the principles of a Christian education.

Position Qualifications:

- High school diploma or equivalent required.
- Must be able to interact in a positive manner with staff members, students, faculty, parents, and other members of the public.
- Strong organizational skills, excellent attention to detail, follow-through, and problem-solving abilities
- Experience with children preferred.
- Effective verbal and written communication skills.
- Creativity and attention to detail.
- An ability to be flexible with work pace throughout the day.
- An ability to work well with others.

Physical Demands:

- Must be able to stand, walk, and move around the classroom for extended periods.
- Must be able to hear and speak clearly to instruct and communicate with students.
- Must be able to sit and/or stand for long periods of time.