



## Job Description

**Job Title:** Office Manager

**Department:** K8

**Reports To:** K8 Principal

**FLSA Status:** Non-exempt, 10 month position

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### **Purpose**

To serve as the primary point of contact for students, parents, staff, and visitors, ensuring a welcoming, organized, and efficient office environment. Responsible for managing daily administrative operations, delivering exceptional customer service, providing first aid/triage & security support, and upholding the school's mission by maintaining a supportive relationship with students, parents and staff.

### **Qualifications**

Minimum 3-5 years of direct experience and High School Diploma or equivalent or a combination of work experience & education.

### **Essential Job Functions**

#### **Spiritual Leadership**

- Use your position to support the mission of preparing minds and hearts to know and serve God for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Biblical integration at all levels of learning, discipline and professional work.

#### **Job Duties**

- Handle incoming calls and direct them to the appropriate staff member
- Support teachers with ill or injured students to assess and get them what is needed
- Manage communication regarding School events that may have an impact on Church events.
- Provide parcel and school mail pick up from church daily
- Assist in outside car line duty every day
- Perform Background checks via Choice Screening as needed
- Manage the storage/inventory/labeling of student medications
- Administer student medications as needed
- Provide administrative support for class field trips
- Update and keep current list of school-wide phone extensions
- Reserve school and church rooms in Planning Center
- Facilitate late arriving students and assist teaching staff with noting tardies and early dismissal in RenWeb attendance
- Manage "note to school" email communications and notify all appropriate parties
- Assist families with early drop off and pick up requests
- Maintain secure front door entry and assist appropriate entry into building for visitors/families

**Physical Demands**

Work is performed in an office environment and requires the ability to sit for long periods of time, operate standard office equipment and keyboards. Must have the ability to lift and small carry parcels, packages and other items, to walk short distances, and drive a vehicle to deliver and pick up materials.

The employee is occasionally in outdoor weather conditions.

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Job descriptions are not meant to be all inclusive and may evolve & change. The School reserves the right to modify and/or change job duties with written notice to Staff.

This job description does not constitute an employment contract and all employment with the School is At-Will.