



Cape Fear Academy Job Announcement

Applications are now being accepted for a Full-Time Middle School Office Manager for the 2026-2027 School year. This is a year-round (12 month) Salaried, non-Exempt position.

Cape Fear Academy is a learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 813 students and 156 faculty and staff members, CFA is guided by its mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 47-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone of school-wide commitment to developing leadership skills in our students, preparing them for success in college and life.

CFA Middle School teachers and staff are committed to achieving our mission: Believing that middle school is a unique period in the lives of students as they transition from childhood to adolescence, Cape Fear Academy Middle School is committed to providing a developmentally responsive, academically challenging, and empowering community so that our students advance to our Upper School as confident, responsible learners.

Middle School Office Manager position:

Major Responsibilities:

- Provide administrative support for the Middle School Director and Faculty.
- Receive and greet current MS families.

- Liaison between MS teachers, students, parents, and the database.
- Attendance, including late arrival and early dismissals.
- Student Information Data Manager for Middle School (grades, transcripts, schedules for students & teachers).
- Logistics for special activities (assemblies, field trips, standardized testing, parent coffees, faculty meetings, etc.).
- Order supplies for MS and manage records and receipts of purchases.
- Collaborate with Lower and Upper School Office Managers, as well as with the Substitute Teacher Coordinator.
- Perform other projects and duties as assigned.

Qualifications:

Knowledge, Skills and Abilities:

- A strong understanding and appreciation for middle school students, families, and teachers.
- Excellent communication and organization skills with an energetic, enthusiastic approach.
- Facility with technology, including Google Suite of applications (Docs, Sheets, Slides, etc., as well as Adobe Acrobat, and Database knowledge).
- Ability to navigate a fast-paced environment and manage multiple tasks.
- Ability to collaborate with colleagues, students, and families.
- Ability to exercise good judgment, patience, tact, confidentiality.
- Ability to model Cape Fear Academy's core values of respect, integrity, resilience and accountability in performance of all duties.

Physical Requirements:

- Ability to sit or stand at a workstation for the majority of a workday.
- Ability to effectively and efficiently use computers and other essential office equipment.
- Ability to efficiently access all areas of campus, including playgrounds, moving between buildings, student drop off traffic areas and athletic fields which have areas of uneven ground and a variety of surfaces.
- Vision sufficient for position including close vision, distance vision, color vision and the ability to adjust focus.
- Must be able to hear sufficiently in order to communicate with others.
- Must be able to speak clearly and loudly enough to be understood.
- Must be able to work in an environment with moderate noise level.

Education: Bachelor's degree preferred.

Experience: Three or more years of relevant experience preferred.

Equivalency:

Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Salary and Benefits: We offer competitive compensation and a robust selection of benefits, including heavily subsidized Health Insurance for employees, employer paid Life and Long-Term Disability insurance, as well as a full complement of optional group insurance plans like Dental, Vision, Flexible Spending Accounts, Voluntary Life, Critical Illness, Accident and Hospital Insurance for employees and families. We offer a healthy schedule of annual Holidays and we support retirement contributions with a 6% match after one year of service.

Starting Date: June 1, 2026

To apply, please use the link below:

<https://recruiting.paylocity.com/recruiting/jobs/All/bad901c1-f066-460d-90a1-32df81fba70b/Cape-Fear-Academy>