

OFFICE ADMIN AND FRONT DESK MANAGER

MISSION STATEMENT: The Trident Academy Office Admin / Front Desk Manager's mission is to ensure that students and staff are supported in a way that reflects the mission of the school: *Trident Academy transforms the lives of cognitively capable K-12 children diagnosed with learning differences through individualized, multi-sensory, and research-based teaching approaches.* As a team player, the school's Front Desk Manager creates an environment where collaboration and creative problem-solving thrive.

REQUIREMENTS

The Office Admin / Front Desk Manager should possess a minimum of a High School diploma. A two or four-year degree is preferred. Works proficiently in Excel and the Google suite of products.

The Office Admin/Front Desk Manager:

- Is a dependable, well-organized, enthusiastic, self-motivated, lifelong learner
- Performs clerical duties in conformance with well-established methods and procedures
- Has first contact with the public and has responsibility for confidential information
- Is a person who loves children
- Ability to interface and maintain effective relationships with students, faculty, administrators, parents/guardians, and guests.
- Can work in an atmosphere where flexibility is important
- Is an excellent communicator

JOB DUTIES

The Office Admin/Front Desk Manager reports to the Director of Operations. Responsibilities include, but are not limited to, the following:

General Duties

- Performs general office duties. Operates standard office equipment, including computers, printers/copiers, etc.
- Receives, opens, sorts, distributes, and dispatches mail.
- Maintains school files.
- Plans, schedules, and checks work according to the demands of the day
- Maintains office supplies and keeps track of inventory, orders as needed
- Maintains all forms - supply, and updates as needed

- Receives visitors, processes their credentials, and directs them to the proper destination
- Answers the telephone, routes/screens calls, and takes messages.
- Keeps daily records of student attendance - checks homeroom attendance and records absences in the school's student information system
- Contact parents when a student is absent
- Signs students in or out for tardiness or early dismissal
- Contact parents when students are ill
- Administers minor emergency first aid. In serious situations, contact parents to transport the child to the doctor or the emergency room
- Administers daily medication to students and contacts parents when meds are low
- Follows OSHA/FERPA guidelines pertaining to the release of confidential information
- Arrange and organize parent-teacher conferences as directed by the Dean and/or Head of School
- Serves as liaison between students, parents, teachers, and administrators

Admissions / Student Affairs Duties

- Helps to enroll new students by preparing permanent record file folders, requesting and sending requested transcripts
- Maintains student immunization records and communicates with new and current parents about compliance with state requirements
- Filing of test scores
- Print report cards when they are ready and file printed copies in the appropriate place

Business Office Duties

- Maintains Accounts Payable (AP) files and 1099 files for the business office.
- AP matching of checks or bill pay with payables. Verifies mailing addresses
- Receives invoices and matches them with corresponding purchase orders (POs) for payment
- Create and send invoices for Summer Enrichment - keep track of payments
- Makes copies of all incoming checks, including payments and donations
- Assist with file transfer to storage at the end of each fiscal year

- In charge of the Pizza Thursday lunch program.
- Invoices all incidental student expenses through our accounting system

Advancement Office Duties

- Assist the advancement office by accepting cash or check donations and making copies of relevant paperwork
- Assist with data entry, including updating donor records and sending thank-you letters
- Assist with planning and execution of fundraising and school events (oyster roast, donor appreciation, Grandparents Day, etc.)

Head of School Duties

- Send out reminders to the Board for upcoming events/meetings. Prepare copies of the agenda and reports for each meeting
- Creates file folders with student and faculty names for the HOS' office
- Screens phone calls, taking messages when calls are clearly from vendors seeking to sell their wares
- To perform other duties as assigned by the Head of School
- To support the school and its leadership

Position Type:

This is an on-site, full-time, twelve-month position. Days and hours of work are Monday through Friday, 7:30 am to 4:00 pm, with a 30-minute lunch break when school is in session. Summer hours are subject to change.

Contact: Send resume and cover letter to employment@tridentacademy.com