



MIDLANDS ARTS CONSERVATORY

JOB TITLE: Office Manager

QUALIFICATIONS:

1. Ability to adapt to changing work priorities and working with frequent interruptions.
2. Effectively communicate with diverse groups, maintaining strict confidentiality.
3. Establish cooperative relations in a calm and tactful manner.
4. Knowledge of computer usage and modern office practices.
5. Effective communication techniques and procedures. Communicate effectively in oral and written form.
6. Effectively carry out oral and written directions.
7. Affective at organizing and multi-tasking.
8. Ability to work under stress.
9. Minimum of a high school diploma or GED
10. Types 40 WPM
11. Such alternatives to the above qualifications as the Head of School sees fit

REPORTS TO: Head of School

JOB GOAL: To provide the necessary office support required for the administration of the school in order to assure the smooth, efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES FOR OFFICE MANAGER:

1. Administrates the front office.
2. Answers and screens incoming calls for Head of School and teachers.
3. Takes messages for students and teachers.
4. Assists in scheduling meetings for Head of School.
5. Orders office supplies and keep supply inventory.
6. Keeps medicine inventory and dispenses as needed to students under authority of parents.
7. Assists in maintaining the school calendar.
8. Processes necessary correspondence between school and parents.
9. Sorts and distributes school mail.
10. Organizes school pictures.
11. Provides specific information to general public regarding the school, school policies, and procedures.
12. Establishes and maintains numerical, alphabetical and subject matter files.
13. Prepares necessary forms for new hires and for new student registration.
14. Composes memos to teachers and parents as necessary on various school activities.
15. Changes toner cartridges in copiers.
16. Distributes materials school wide as needed.
17. Collects payments for a variety of school related functions.
18. Monitors a variety of activities on behalf of the Head of School.

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Columbia, South Carolina 29203
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19. Prepares a wide variety of reports, documents, and correspondence of a confidential and non-confidential nature for the purpose of documenting activities, providing written reference, and/or conveying information.
20. Researches a variety of topics for the purpose of providing information to the Head of School.
21. Supports the school's mission and leadership and is active in the life and culture of the school community.
22. Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the school.
23. Performs other related duties as assigned.

TERMS OF EMPLOYMENT:

Term of Employment: Twelve month a year; will work regular office hours during the academic year and will hold regular office hours during the summer as dictated by the Head of School.

Salary and period of contract to be established by the Board

Evaluation: Performance will be evaluated annually by the Head of School.