



## JOB POSTING – SCHOOL OFFICE MANAGER

**Statement of Position:** The office manager is primarily responsible for the daily record keeping and data collection required for the efficient operation of the school. The office manager is responsible for generating, updating and keeping on file all required reports, student information, transcripts/academic records and budget information required for the efficient, effective and safe operation of the school.

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**Essential Duties: (will include the following but not be limited to)**

- ◆ Compiles and records all daily attendance records
- ◆ Generates school correspondence in accordance with administrative needs.
- ◆ Coordinates the school free lunch program and reports to the department of secondary and elementary education. Coordinates student breakfast and documents # of meals served daily.
- ◆ Coordinates and collaborates with key personnel to manage enrollment procedures.
- ◆ Works closely with Registrar/Attendance Clerk on enrollment.
- ◆ Compiles all necessary data relative to the efficient operation of the school.
- ◆ Creates a positive atmosphere for all stakeholders of the school community through communication both written and oral through the school office.
- ◆ Collaborates with the department of development in generating all necessary information for school fundraisers.
- ◆ Orders all necessary supplies for the operation of the school.
- ◆ Assists key personnel in the ordering of necessary classroom supplies.
- ◆ Receives visitors to the school through the school office and acts as a liaison for all school communication.
- ◆ Assist key personnel in in-house referral systems as well as with community referral systems.
- ◆ Support and assist in Don Bosco special events.
- ◆ Other duties as assigned by the Principal.
- ◆ Additional duties as assigned.

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**Essential Requirements: (will include the following but not be limited to)**

ONLY APPLICANTS WITH DESE EXPERIENCE NEED APPLY. High school diploma, college degree preferred, experience in urban setting, computer knowledge, copy, fax, and other office machines experience, works well with teenagers, excellent communication skills orally and written, team player and excellent people skills.

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**Applicant Instruction::**

Interested applicants send resume and letter of interest to:

Charity Guerra

HR Administrator

Don Bosco Community Center

531 Garfield

Kansas City, MO 64124

816.691.2908 direct line

816.691.2917 fax

cguerra@donbosco.org

[www.donbosco.org](http://www.donbosco.org)

