

Steel City ♦ Academies

Job Title: Office Manager

Reports To: Director of Education & Associate Director

Position Type: Full Time - 40 hours per week

Job Overview

The office manager will perform a variety of clerical tasks requiring detailed knowledge of school procedures and policies; support the administrative team with routine administrative and clerical details; maintain attendance records; and act as liaison between administration with staff, students, parents and community.

Responsibilities and Duties

- Maintains confidential records and reports including current class lists, student records, mail distribution, maintenance of school office files, bulletins, appointment schedule and school calendar via the direction of the administrative team.
- Answers phone calls and relays messages to the appropriate staff.
- Maintains student files; updates as enrollment changes.
- Keeps inventory of supplies and alerts when there is a reordering need.
- Maintains staff absentee records and collects all relevant absentee reports. Reviews employee time sheets for accuracy and submits to the payroll department.
- Maintains daily attendance records and submits reports to local school districts.
- Maintains the administrative team appointment schedule and school calendar
- Assists with the distribution of lunch, as needed.
- Follows additional requests that are given by the administrative team.

Qualifications

- Minimum High School Degree; Administrative School Experience Preferred
- Must be able to provide all state clearances for working in a school setting.
- This position may require staff to engage in our crisis intervention program, Verbal De-Escalation and Non-Harmful Restraint.

Please e-mail kfranzetta@steelcityacademies.org to apply

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