

## Odyssey Front Office Manager Job Description

**Position summary:** The Front Office Manager is a member of the administrative staff and works with the Executive Director to support the general operations of the school. Primary responsibilities include taking and monitoring attendance records, lunchroom supervision, medical record keeping, ordering office supplies and the oversight of substitutes for the building.

### **Primary Responsibilities:**

#### **1) Operation Support:**

- Serve as Odyssey's receptionist, greeting visitors, students, families, and staff with professionalism, patience, and responsiveness
- Manage student attendance and tardy information system
  - Give monthly attendance and tardy information to the Director
  - Work with Director of Operations and Enrollment on attendance
- Support the registration process
- Monitor the lunchroom
- Manage minor discipline that come to the office
- Set up and monitor lost and found
- Set up and maintain fax machine and postal machine
- Set up and maintain binders in office for trips, enrichment, school forms...
- Set up and maintain sign in logs for volunteers, visitors and student sign in.
- Create staff phone tree and contact list
- Support substitutes for the building
  - Handles resumes
  - Gives tours and sets up interview for Director
  - Supports teachers setting up a substitute when needed in a last minute situation
  - Creates and updates sub lists
- Monitor computer and LCD check-out calendars
- Order supplies, equipment as needed; maintain inventory
- Assist with operations support, and vendor relations (ie, food service, janitorial service, facilities maintenance)when necessary
- Maintain teacher work rooms and professional development room
- Clean and close up office for the summer

#### **2) Medical Records:**

- Manage medical issues that come to the office
- Manage medical records with assistance from the nurse
  - Make copies of all medical forms and distribute to teachers on 1<sup>st</sup> day of school
  - Create medical books for each teacher with up to date medical forms
  - Create master medical book for the Director of Operations and the Adventure Coordinator
  - Create and maintain medical drawer with all prescribed medications to be administered to students
  - Create log for medication given to students

## **Qualifications**

Candidates must have:

- Demonstrated computer and organizational skills
- A sense of humor and a can-do attitude
- Ability to work independently and problem-solve
- Experience working with large databases
- Outstanding communication skills
- Resourcefulness and extreme attention to details
- Experience working with urban youth, preferably in a school setting
- Ability to form productive relationships with a highly diverse group of students, staff and families

## **Compensation & Development**

- Part-time contract position
- Ongoing Professional Development as needed
- Annual evaluations by the Executive Director
- Health benefits TBD
- School Term: The term of employment consists of approximately 195 working days (as described in the school calendar) between July 1, 2009, and June 30, 2010. Employment hours shall be approximately 8 a.m. to 1 p.m. five days per workweek. On occasion, staff business and professional development meetings as well as school events may necessitate longer hours.
- Payday is on the 15<sup>th</sup> of every month
- Compensation range: \$13/hour

## **Application Process**

Odyssey is an equal opportunity employer. All candidates should be self-starters interested in working in a diverse and dedicated environment that requires flexible roles.

- 1) Letter of Interest: What is it about Odyssey that captures your interest? What particular strengths can you bring to our professional staff?
- 2) Current Resume with 3 References