



SAN BENITO COUNTY POLYTECHNIC ACADEMY

Job Description: Office Manager

The San Benito County Polytechnic Academy (SBCPA) offers an innovative, unique, blended approach to educating adolescents and young adults in preparation for diploma attainment and successful post-secondary lives by providing dual enrollment and real job-related experiences.

MISSION

The mission of the San Benito County Polytechnic Academy is to cultivate a collaborative learning community that successfully prepares young people to earn their high school diploma and achieve academic excellence while simultaneously enrolling in post-secondary coursework and earning workforce certifications. Students gain personal leadership skills, develop critical thinking, navigate career exploration, and master technical skills as they move toward successful careers, post-secondary education, and productive life.

POSITION SUMMARY

We seek a dynamic and passionate Office Manager to join our SBCPA team. The Office Manager plays a crucial role in ensuring the smooth and efficient operation of the school's administrative office. This position requires a dynamic, organized, and proactive individual who can manage various administrative tasks, support the school's staff and students, and maintain a positive and welcoming office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate office activities and communications with school activities, events, and timelines.
- Maintain the principal's calendar, schedule appointments, and arrange meetings and conferences.
- Organize budget and financial material to maintain accurate fiscal records, record expenditures, and transfer funds as appropriate.
- Compose correspondence and bulletins independently and assist with routine administrative matters as appropriate.
- Coordinate substitute teachers to cover absences and assist in orienting substitute personnel to the school facility and assigned classroom.
- Follows policies and procedures that ensure the school operates within legal compliance and school guidelines
- Maintains confidential student information and ensures the security of records
- Create reports, spreadsheets, and compile data.
- Answer parent and staff questions regarding enrollment
- Compile and prepare enrollment packets for the registration process
- Processes withdrawals in the student information system
- Request, Send, Create, review, organize, and maintain cume files and supporting documentation following school guidelines and processes
- Ensure cume files are in compliance with student record-keeping laws and are ready for

audit

- Input transcripts into the student system following school guidelines and processes
- Enter enrollment information
- Input curriculum and courses
- Create reports
- Perform other duties as assigned

Cultivate School Culture

- Excellent communicator and driver of the SBCPA mission and vision.
- Build a vibrant, eager, engaging, and rigorous school culture with students and staff.
- Collaborate with school staff to support students.
- Ensure that traditions and rituals that support the school's Pathways mission are built and maintained.
- Support staff to ensure smooth administration and effectiveness.
- Keep high visibility around the school to lead through examples.
- Communicate regularly with families, ensuring they are kept involved with their children.
- Respond to family concerns promptly.

QUALIFICATIONS

Required

- High school diploma or equivalent required; Associate's or Bachelor's degree in Business Administration or related field preferred.
- Minimum of 3-5 years of administrative experience, preferably in an educational setting.

Desired

- Strong organizational and multitasking skills with attention to detail.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other office management software. Knowledge and experience with Aeries.
- Ability to maintain confidentiality and handle sensitive information.
- Demonstrated ability to work independently and as part of a team.
- Charter school experience.

Physical Requirements:

- Prolonged periods of mobility through a large campus, and at times prolonged periods of sitting at a desk and working on a computer.
- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) most of the workday.

SBCPA is strongly committed to hiring a diverse and multicultural staff, and we encourage applications from traditionally underrepresented backgrounds. SBCPA does not discriminate based on race, color, gender, handicap, age, religion, sexual orientation, national origin, ethnic origin, or any other reason prohibited by state or federal law.

Candidates are encouraged to send their resume and a cover letter