



North Seattle French School (NSFS) Office Manager
Job Description – School Year 2018-2019

Position: Office Manager: Full time

Start date: January 1, 2019 - July 31, 2019 with a possibility of renewal

Hours: Monday-Friday, 8am to 4.30pm (plus regular meetings and some events (weekends or evenings)

Salary is dependent on experience and qualification; benefits (health, dental, vision, retirement) are available.

Report: Head of School with a dotted line to Operations Manager

Job responsibilities include but are not limited to:

Administration

- **BE PRIMARY POINT OF CONTACT FOR PARENTS, SJCS and TEACHERS: triage inquiries and requests, answer as many as possible before passing on to other parties (Head of School, Operations Manager, Board Chairs, etc.)**
- Support smooth daily operation of school
- Answer and direct all incoming phone calls
- Respond to emails from prospective families (preschool and elementary school inquiries)
- Act as main point of contact with SJCS for coordination and scheduling (use of gym, etc.) (Escalations or conflicts will go to Head of School)
- Work directly with Head of School, Operations Manager and Board Chairs for various tasks
- Maintain and ensure all student immunization records are in compliance with state requirements
- Maintain Student Files (academic, behavioral, medical, etc); create hard copy for each child
- Act as school nurse administering first aid and medication as necessary
- Maintain OSPI paperwork (teacher certifications, yearly OSPI renewals)
- Support Head of School and Operations Manager in daily administration
- Collaborate with SJCS on the BASE and lunch program
- Schedule and plan work week, new teacher orientation and in-service days with guidance from Head of School
- Coordinate and schedule school events (shows, celebrations, field trips)
- Learn Little Green Light software and support Operations Manager with database management
- Provide office coverage during breaks or summer vacation (will be coordinated depending on school closures and staff schedules)

Communication:

- Write and produce weekly NSFS newsletter using Mailchimp
- Update NSFS website as needed with help from IT parent volunteer
- Maintain NSFS Family Contact Directory
- Tech support with SJCS
- Maintain and update yearly school calendar including holidays, breaks and school events
- Maintain and update internal online calendar
- Maintain and update public online calendar
- Make changes to daily schedule for special events
- Coordinate weekly communication to faculty through email or other method
- Filter incoming communications (emails, phone calls, etc) and triage accordingly
- Be familiar with general school logistics and procedures (admissions process, classroom budget, etc.) in order to be able to answer questions from teachers and parents
- Schedule weekly staff meetings and assist Head of School in assembling agenda and disseminating meeting minutes

Curricular Logistics

- Manage Gradelink Database
- Keep accurate attendance records for all students in coordination with SJCS staff
- Manage classroom coverage through sub lists for short and long-term absences
- Responsible for ordering classroom and office supplies for all campuses
- Manage Scholastic book clubs, Ecole des Loisirs order
- Coordinate, arrange and organize field trips including transportation
- Track intern/volunteer inquiries and consults with Head of School to coordinate program
- Conduct background checks for new employees, interns and volunteers
- Coordinate Fall/Spring Parent/Teacher Conferences using SignupGenius
- Report cards – Coordinate report card schedule and due dates. Proof and distribute using Gradelink
- Distribute student transcripts when requested
- Assist in coordination of Orientation Night and Middle School Information Night
- Coordinate monthly staff birthday celebrations and end of year celebration
- Coordinate with preschool teachers for all-school holidays, celebrations
- Coordinate Title 2D Professional Development with teachers

Fundraising:

- Mailings - generate and maintain mailing lists, including ordering cards and supplies to mail to donors (current and potential) and manage online communication
- Graphic Design - help put together brochures/annual report / mailing layouts/ posters - etc.

Community:

- Order products for events
- Collect staff gifts for families in coordination with Community Chair
- Market to greater Seattle for community events

- Find and organize things needed for events that are kept in storage
- Manage payments (deposits, etc) for venues for events

Marketing:

- Find lists to advertise in different neighborhoods to attract Preschool and K
- Assist with collateral and material production for marketing material/purposes
- Support Social Media research
- Organize, order products, and run 2 -3 pop-ups in various locations in Seattle

Ad hoc requests as requested and agreed upon.

Qualifications

The Office Manager must have a minimum of 4 years experience, 2 years experience in a school, and be fluent in French.

In addition the Office Manager must have:

- Very strong organizational and communication skills
- Ability to work individually and as a member of a team
- Detail oriented
- Proactive and take initiative
- Flexibility and ability to adapt
- Exhibit leadership and problem solving skills
- Multitask
- Technology skills (Google Drive, Office Suite, Database Management)
- Attended a first aid class before the start of position

To apply, please send a cover letter, a resume and three professional references to positions@northseattlefrenchschool.com

Applications that do not include these requested items will not be considered for the position. NO phone calls. North Seattle French School is a non-profit organization and Equal Opportunity-Affirmative Action Employer.