



Office Manager Job Description

Our Philosophy

Spring Street International School is a close-knit community dedicated to helping students from diverse backgrounds find their voice and passion to learn. We build problem-solvers, team-players, learners, and leaders through advanced academics and hands-on curriculum in a safe and beautiful setting.

We believe in...

Relationships: When students know that teachers care, students care what teachers know. Our teachers are mentors and guides, engaging students in academic inquiry and creating space to discover what ignites them.

Individuals: Every child is unique and deserves a unique education. We teach students, not classes, and tailor courses of study, assignments, and skill development around the needs of each individual student.

Creativity: Characterized by the ability to perceive the world in new ways, to make new connections, and to innovate solutions, creativity thrives in our unique environment. Our students develop their own opinions and critical thinking.

Experience: Learning emerges from doing and experiencing. Our students are not stuck at a desk. They work in groups, they lead, they present, they go beyond the walls of a classroom.

Job Description:

Fundamentally, the Office Manager is responsible for seeing to the smooth running of the front office as a liaison between parents, the public, the Head of School, and the faculty.

Primary Responsibilities¹

- Greet parents and the public who come into the office, make them feel welcome, and take care of their needs and questions where possible.
- Coordinate attendance follow up throughout the day
- Work closely with the Business Office and Admissions Office in ensuring prospective families, incoming families, and returning families' needs, forms, and communication are handled professionally and in a timely manner.
- Actively participate in weekly faculty meetings.
- Accept and support the mission statement and vision of the school.
- Adhere to the policies and procedures of SSIS as outlined in the Faculty Handbook, Student Handbook, and Risk Management Plan
- Ensure that the front office is operating smoothly
- Manage office supplies inventory and place orders as necessary
- Perform receptionist duties: greet visitors, and answer and direct phone calls
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Develop office policies and procedures, and ensure they are implemented appropriately
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
- Tend to students' scrapes and bruises

Compensation and Benefits

- DOE. typical range \$20-\$25 per hour or approximately an annual salary of \$40,000
- 42 week year with 2 weeks off in December, 2 in February, and 6 in the summer
- Health Insurance with all premiums covered by the school.
- Retirement benefits.

Qualifications

- 2+ years experience managing an office
- Proficiency with Google Docs, Google Spreadsheets, and Word.
- Caring, understanding, and patient nature.
- Excellent communication and interpersonal skills
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational and time management skills, attention to detail, follow-through, and ability to prioritize
- Positive attitude, flexible approach, and a sense of humor.
- Strong problem-solving skills and analytical abilities
- Must have exceptional attention to detail
- Must be a self-starter and driven
- Able to exercise discretion and maintain confidentiality

Contact Spring Street to Apply

If you are interested in this position, please email a resume and cover letter to Krista Strutz at kstrutz@springstreet.org.