

Office Manager, Calvary Chapel School

Calvary Chapel School, a ministry of Calvary Chapel Sarasota and member of the Association of Christian Schools International (ACSI) is not just a Christian school, but a family growing together in Christ. We seek to provide a Bible-based, academically sound education for children in K4 through 8th grade. It is our privilege to offer affordable Christian education with high academic standards to those who want this emphasis and influence in the lives of their children.

Job Description:

We are looking for a full-time Office Manager to start in April. The approximate full-time hours starting April would be M-F from 7:30 AM - 3:30 PM. Summer hours are negotiable with other office staff, but typically include a few days M-F for roughly 3 hours per day. Ideally, part-time training would start in March. The part-time hours are negotiable but must be within the 7:30 AM-3:30 PM workday. CCS offers a tuition discount for staff descendants to attend our school and you may also utilize our before and after care program at no charge.

Knowledge, Skills and Abilities:

- Knowledge and practice of effective communication with students, parents, staff and administration
- Maintain positive relationships with students, parents, staff and administration
- Possess basic technology proficiency including MS Windows, Word, Excel, PowerPoint, Publisher, Outlook, OneDrive, Mac: including Pages and Keynote, Renweb, etc.
- Ability to safely use basic office machinery/equipment, or ability to learn
- Ability and commitment to work with students in a Christ-honoring manner
- Ability to administer First Aid and CPR if necessary
- Willing to become a notary

Duties and Responsibilities:

- Provide reception daily duties (answering phones, taking messages)
- Provide official CCS communication to parents (via the Monthly newsletter, parent alerts, Facebook, flyers, etc.)
- Provide official CCS communication to staff (daily absences, changes in daily schedule, handbook changes, weekly staff meeting minutes, email, report card and progress report reminders, etc.)
- Maintain school event calendar and planning of events (K5/8th Grade Graduation, Charge, End of the Year Program, etc.)
- Arrange K-8 substitute teachers, both with and without advance notice
- Maintain & provide assistance with office equipment (copiers, phone system, walkie talkies etc.)
- Order supplies for office, administration, and faculty
- Maintain student files, student medications, and miscellaneous parent records.
- Navigate the RenWeb student database proficiently
- Submit reports to state agencies (e.g., school vaccination report, enrollment report)
- Update voicemail message for school closures
- Providing other support to Bookkeeper, Principal, and staff as needed.
- Provide assist with the Admissions Committee
- Assisting the PTO with events and planning

Spiritual State: All CCS Staff must have received Jesus Christ as Lord and Savior. He or she will be a regular attendee or member in good standing of a Bible-believing church and shall lead a life that portrays a believer in Christ, walking in the Spirit in response to God. He or she shall be a person of spiritual maturity who is seen as a leader and a role model, and who is able to articulate the precepts of the Christian faith clearly and effectively. Ephesians 5:1-21 provides an excellent guideline for behavior for Christians.

Compensation & Benefits: Compensation is based upon years experience with related work, but would generally start at \$19,000/annually. Benefits are not provided. The Office Manager would also receive a 85% staff discount for all children enrolled at CCS.

To Apply:

Email a completed Employment Application (found on our website calvarychapelschool.com) and a resume to office@calvarychapelschool.com.

The Employment Application can be found here: <http://calvarychapelschool.org/files/ccsapp.pdf>