

Job Posting: School Office Manager
Chesterton Academy of the St. Croix Valley
Stillwater, MN
Part-time position

Description

The Office Manager at Chesterton Academy of the St. Croix Valley works in collaboration with the Head of School to streamline daily operations of the school. As the first point of contact in the school, the Office Manager must be a flexible and organized individual.

The mission of Chesterton Academy is to help parents raise up a new generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith. All employees of the school work in concert to support that mission.

Qualifications

- Experience: Two years office experience, preferably in a school, or similar experience
- Personal Attributes: Flexible, detail-oriented, cooperative, and joyful

Responsibilities

The following duties are a general description of responsibilities. Other tasks may be assigned on a day-to-day basis when necessary.

Manage day-to-day front office operations including:

- Student attendance
- Sick-days
- Safety including emergency drills and procedures
- Manage school and student files (current year and archives)
- Oversee volunteer management; ensure all volunteer roles are staffed
- Oversee inventory supply room and classroom set-up

Oversee planning and logistics for various school activities including:

- Open Houses (August/October/January/March)
- Parent-Teacher Conferences (November/February)
- Lenten Service Project
- School field trips
- Testing (placement exams, PSAT, Stanford)
- Other events such as vocation talks, chaplain visits, etc.
- Interactions with District nurse

Fundraising Support

- Provide administrative support for all aspects of annual fundraising and marketing plans, with an emphasis on the annual Gala.

Calendar and Scheduling

- Responsible for development and oversight of all school schedules
- Assign substitute responsibilities in event of faculty absences
- Track PTO, sick time, etc. for faculty

- Create an official school calendar (instruction days, events, etc.)
- Oversee school events and volunteer assignments

Application Instructions

Email your resume and a cover letter to Eileen Douglass at edouglass@chestertonscv.org

Details:

Position will be 8:00- 10:00 AM M-F with occasional additional hours for events, etc..

Pay: \$18-\$20/hr depending on experience.