



Office & Special Projects Manager
Job Description

Reports To:	Operations Coordinator
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Classified Range 6, Steps 1-5
Work Schedule:	12 months
Location:	School/Remote Office

Job Summary: The Office & Special Projects Manager works at a high level of independence to perform complex administrative duties to support the operations of the school. Ensure smooth and efficient office operations: plans work, coordinates schedules, and provides training, direction and oversight to assigned office staff.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required.

Qualifications (Determined by the Employer):

- BA or BS from an accredited college or university preferred.
- At least four years as a member of an office staff or two years as a supervisor or coordinator in an office setting.

State and Federally Mandated Qualifications:

- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Technical Skills:

- Input data; initiate queries and generate computerized reports as requested.

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- Establish and maintain automated records and files; assure accuracy of input and output data; and submit reports to appropriate personnel.
- Process and evaluate third party forms and applications on behalf of the school
- Duplicate and distribute materials as needed.
- Prepare and assure proper completion of reimbursement forms.
- Conduct payment status calls.

Management/Compliance Skills:

- Take the lead in making decisions that reflect the overall production of day to day tasks in the office; Exercise discretion and independent judgment with respect to matters of significance.
- Post Board meeting, Special Board meeting agendas 72 hours ahead of meeting
- Run live Board meeting from 1 Technology, regardless of time
- Maintain appropriate facility management and maintenance, including but not limited to opening and closing physical office location to prevent liability concerns.
- Maintain Building Safety compliance; Determine and manage key holders.
- Manage the operations of the office, determine office needs, and ensure a safe work environment in the office.
- Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.
- Ensures tracking and sending out third PINs, third party review and Involuntary withdrawal notifications via certified mail.

Communication Skills:

- Answer all routine and non-routine questions and direct calls to appropriate parties or departments. Arrange physical meetings and conference calls. Work in cooperation with other departments and office staff to cover inquiries as needed.
- Welcome any walk-in families and answer their questions, provide information about our school.
- Prepare and record all certified mail, FedEx, UPS packages
- Prepare UPS labels for remote staff or families
- Sorts, forwards, and distributes mail.
- Support Admissions, Community departments and Registrar throughout the year by answering phones, making appointments, working with families in year duties as needed..
- Assists Executive Director with authorizer relations by maintaining communication and ensuring accurate tracking and receipt of crucial documents and packages..

Facility Management and Maintenance:

Inquire and research more cost effective ways to run the physical office operations: phones, copier lease, postage lease, cell phones, hotspots.

Drive to authorizers to drop/pick up items

Drive to staff to deliver needed materials
Prepare office for guests and/or staff meetings
Create or change work stations in the office to accommodate new employees
Place signage, photos, art and decor and make any needed repairs on office walls
Train incoming office staff on basic office functions
Equip incoming staff with necessary materials and equipment
Maintain professional office appearance
Wash tablecloths and kitchen towels

Community and Assessment Support:

- Assists the AD of Assessment & Special Programs in facilitating the operations of testing sites during testing seasons.
 - Ship Chromebooks to students and prepare shipping labels for their return in many cases.
 - Organize and ship ELPAC materials and technology to proctors and students
 - Assist with coordinating and effectively running CAASPP testing.
 - Prepare sites by setting-up & tearing-down.
 - Tracking all electronics and property of the school;
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 - Organizes and facilitates the school's bi yearly staff meetings. sets up, tears down,
 - Arrives at the location no later than one hour prior to the meeting in order to set up or assists with the creation of a set up/tear down sign-up sheet and schedule
 - Prepare and ship marketing materials to ToRs for park days.
 - Generate and mail certificates and giveaways for the Kindergarten class

Other Duties:

Any an all other duties assigned by the supervisor including but not limited to:

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 1 business day.
- Represent the school at community events.
- Supports testing sites as needed during the testing season.
- Attend professional development.

Abilities:

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required
- Ability to work overtime as assigned if applicable.
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

Physical and Environmental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Printed Name

Date

Employee Signature