



OAK HILL SCHOOL POSITION DESCRIPTION

Position Title:	Office Manager
Area:	Administration
Grades:	K-8
Location:	Oak Hill School, Eugene, OR
Reports to:	Head of School
Appointment Type:	Salaried, exempt

The Office Manager position is responsible for a well-run, welcoming, and professional front office, acting as the face of Oak Hill School and the cross-section of all school activities. The position greets visitors, manages incoming and outgoing communications, and serves as a hub of coordination for parents, students and employees. The position has primary duties as Oak Hill's registrar, provides administrative support to the Head of School and the Leadership Team, and as time allows, supports coordination of events.

Job Responsibilities:

- Manage the front office to ensure professional, service-oriented and effective support to all visitors, students, faculty, staff, and families.
- Ensure all incoming and outgoing communications of the school with parents, students, employees and families is received, processed, and communicated well and administered.
- Perform all duties of Registrar at Oak Hill. This includes tracking and maintaining student and parent information, records for the school and the state of Oregon, immunization reporting, attendance and student locations, as well as retention and processing of historical files.
- Perform and organize a wide variety of secretarial, clerical, and support duties for school, leadership team, teachers, and school committees in an efficient manner.
- Support the enrollment process, including the digital creation and tracking of all enrollment contracts, in collaboration with the Director of Enrollment Management, as requested.
- Manages school calendars including academic, events, and website calendars.
- Ensures that all school personnel comply with the Family Educational Rights and Privacy Act (FERPA).
- Processes requests for transcripts, test scores, and other student records.
- Assist with student check-in for late arrivals, early dismissals or other requested information, as needed. Maintain precise record keeping of student attendance, dismissals and tardiness.
- Maintain inventory of office and teacher supplies and place orders, as needed.
- Provide first aid and basic health care to ill and injured students; contact parents, according to established guidelines. Track sick room inventory of first aid supplies.

- Collects and processes daily correspondence, including fielding the office@ email, mail, etc.
- Assist with the coordination of field trips, permission slips and other school events.
- Collaborate regularly with the Head and Assistant Head of School, other Division Heads, and parent organizations, as needed, regarding school related initiatives and projects.
- Perform other duties as assigned by the Head of School.

Qualifications & Competencies

- Bachelor's degree or relevant experience.
- At least two years of administrative, communications, or office experience, preferably in a school setting.
- Thrive on front-facing customer service and collaboration.
- A self-starter who is able to work autonomously and proactively seek solutions to challenges with patience and flexibility. Ability to multi-task and determine priorities to meet deadlines and schedules, both independently and supervised.
- High level of proficiency in technology; working knowledge of Google apps, Office suite, Adobe Acrobat, and others.
- Ability to plan and manage projects; prepare and maintain accurate records.
- Ability to communicate effectively both verbally and in writing with diverse groups.
- Ability to work successfully in a fast-paced environment, often dealing with frequent interruptions.
- Commitment to maintaining the highest level of confidentiality.

Working Environment:

This position is subject to completion of a successful background check.

This position requires employees to be fully vaccinated against COVID-19 as defined by Oregon State Law.

This position may be required to lift to 20lbs.

Physical demands include dexterity of office machine/supply operation including computer/telephone, copy machine and printers. Stooping, bending, and reaching for files or supplies required. Sitting or standing for extended periods of time are common.

Due to COVID, this position may be required to work on-site and via remote; however, the duties of the position cannot be fully completed via remote.

Oak Hill School provides equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, gender, ancestry, national origin, citizenship status, genetic information or condition, sexual orientation, gender identity or expression, age, disability, pregnancy, military status, or status as a veteran.