



GOOD SHEPHERD

LUTHERAN SCHOOL

[2949 Alamo Street, Simi Valley, California 93063 – 805.526.2482 – kjonas@gsls-simi.com](https://www.gsls-simi.com)

Good Shepherd Lutheran School is a small K - 8 parochial school. The campus includes Trinity Lutheran Church and Preschool.

Job Title: Office Manager (Part-time)

Supervisor: Principal

Salary Range: TBD

Benefits: TBD

Additional:

- willing to train in COVID-19 safety protocols

GENERAL JOB DESCRIPTION

Good Shepherd Lutheran School is seeking a caring, hard-working, experienced office professional to join our elementary school team and work in the school office under the guidance of the principal. The candidate will be responsible for a majority of the clerical work in the school, including handling sensitive documents such as student records. The candidate will act as a liaison between the students, parents and principal.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide assistance to school staff, students and parents
- Prepare correspondence and other written communications;
- Receive and respond to staff and parents' inquiries and requests serving as liaison between administrators, staff, parents, community members, or other school personnel, as needed;
- Provide routine information to students, parents, and guardians;
- Answering phones, maintaining logs, inventory and upkeep of office equipment;
- Maintains attendance records i.e., collect attendance records from teachers and other staff or oversee the Student Information management system that records attendance and related information, such as tardiness and work with parents to reconcile any issues or confirm excused absences from school;
- Manage school calendar;
- Attend staff meetings as needed;
- Prepare Emergency forms and rosters for drills;
- Working with parents, teachers, and visitors to handle inquiries about school activities and policies;
- Manage waitlist, and enrollment of new families;
- Coordinate school tours for prospective families;
- Complete insurance incident reports for students and visitors;
- Review and check documents, records, and related forms for accuracy, completeness, and conformance to applicable rules and procedures;
- Obtain all student records from previous schools;



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- Provide all student records per new school records requests;
- Update information in Student Information System to ensure accuracy;
- Enroll, add, transfer students according to established procedures;
- Schedule students into classes in student information system;
- Operate a variety of contemporary office equipment;
- Review and update volunteer information
- Receive and account for monies for school activities;
- Manage immunizations and prepare all details for State reporting;
- Communicate with parents regarding student injuries and other health concerns;
- Prepare school information brochures/pamphlets;
- Coordinate substitute coverage for teachers, provide information and schedules;
- Monitor and coordinate office workflow including training and planning, assigning and directing the work of assigned office staff
- Other duties as assigned

MINOR DUTIES AND RESPONSIBILITIES

Check phone messages and admin emails, answer phone, buzz people in through gate, give out tardy slips, order, pick up and handout lunches, mark lunch and drink cards, put recycling in shed, record SAC hours used, send out emails for funds owed (lunches, SAC, field trips, class trips, etc.), GSLS e-blasts, process teacher copy requests

QUALIFICATIONS FOR THE JOB

Education:

- High school graduate;

Experience:

- Prior experience in secretarial office manager duties
- Employment eligibility may include fingerprints, health (TB), and/or other employment clearance;
- Must demonstrate ability in the following areas, as Office Manager:
 - Office management techniques and business correspondence procedures, filing systems, telephone techniques, letter and report writing, proofreading, and independent correspondence composition;
 - Proficient in English language usage, spelling, grammar, punctuation, and basic mathematics;
 - Dealing effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
 - Maintaining a working knowledge and application skills in the newest technological software and hardware;
 - Willingness to learn the operations, organization, rules, regulations, and laws governing charter schools



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KEY COMPETENCIES:

- Operating personal computer
- Word Processing
- Spreadsheet
- Microsoft Office (Word, PowerPoint, Excel)
- Google Drive
- Student Database Software

PHYSICAL REQUIREMENTS:

Inside work with little exposure to weather conditions. Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; bending, kneeling or stooping, reaching overhead to retrieve materials, lifting up to 10 lbs., and walking up and down stairs.