



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Office Manager
Category: Classified
Work Year: 228 Days
Supervisor: Principal or Designee

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of Office Manager was established for the purpose/s of providing complex administrative and clerical support to the administration; overseeing day-to-day school office activities; monitoring assigned duties; and providing information, recommendations, and/or direction as may be requested by administration.

Key Responsibilities

- Acts on behalf of assigned administrator(s) in their absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
- Compiles data from a variety of sources (e.g., time sheets, budget reports, specialized reports, personnel records) for the purpose of processing data in compliance with financial, legal and/or administrative requirements.
- Composes a variety of documents (e.g., correspondence, agendas, minutes, newsletters, bulletins, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinates a variety of projects, functions and/or program components for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, operational procedures, manuals) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.

- Researches a variety of topics (e.g., current practices, policies, education codes) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, parents, students, public agencies) for the purpose of providing information or direction and/or facilitating communication among parties.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Answer all incoming calls and disseminate as needed. Place outgoing calls as requested. Work with IT to ensure phone system is operating effectively.
- Ensure a welcoming presence at front of school (either Office Manager or designee) to meet and greet and assist all visitors, parents and students.
- Receive/Monitor all incoming attendance information phone calls, messages and emails. Enter attendance information into Power School and log into Absence Reporting report. Reconcile daily attendance log (sign in/out) in Power School.
- Act as school nurse as needed including caring for all minor injuries. Asses when parents need to be called and place those calls. Log incidents in PowerSchool as necessary. Maintain inventory of first aid supplies.
- Administers other first aid and prescription medications to students (under the direction of a health care professional) when other health technicians are not available for the purpose of providing emergency and necessary care in compliance with established guidelines.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Maintain an available inventory of office supplies and cleaning supplies. Place orders as needed. Supply order copies to Accounts Payable. Maintain records of all orders placed and received.
- Contact and schedule substitute teachers and staff for all needs. Notify HR of all teacher/staff absences. Maintain an up to date list of substitute teachers with all relevant information as to availability. Maintain relationship with automated substitute system operators and assess systems regularly.
- Maintain supplies for and the operation of copy machines. Asses when service/repair needs to be provided and schedule.
- Maintain relationships with necessary building operations sub-contractors. Provide minor building maintenance as needed. Work with Dean of Students to communicate and facilitate significant repairs and maintenance.
- Manage all external facilities usage including the application and approval process. Work with HR Manager to facilitate assessing charges as appropriate. Ensure proper support staff (i.e. custodial) is available and scheduled as needed.
- Manage school lunch program including state/federal compliance and communication with school lunch provider. Liaise between Admin and Lunch provider when needed. Ensure that sufficient volunteers and/or staff are available for lunch service.
- Other duties as assigned.

Qualifications

- Minimum high school diploma or equivalent

- Time management skills and the ability to easily shift priorities in a demanding and ever-changing environment
- The ability to demonstrate initiative and work independently in the absence of specific instruction
- The ability to interpret and apply policies and procedures
- The ability to maintain a friendly demeanor while working in a busy office with extensive student/parent contact and calls