



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to
Dirk Russell, Head of School, at drussell@westsideacademy.org

OFFICE MANAGER

Full time, generally 7:45-3:45. Summer hours vary. Begins immediately.

The office manager oversees the central office and provides a variety of services to advance the mission of the school. This person also supervises for the front desk receptionist and Office Assistant/Executive Assistant.

RESPONSIBILITIES INCLUDE *(but not limited to)*

GENERAL

- Supervise and delegate tasks to the Office Assistant and front desk receptionist
- Process incoming and outgoing mail; prepare information packets, and generate parent mailings
- Work closely with the administration, nurse, and local authorities as needed to help ensure the health and safety of our students
- Utilize and encourage parent and student volunteers who assist in the office
- Properly handle monies collected for various activities
- Coordinate all-staff events and recognitions
- Plan and coordinate fire drills
- Manage school calendar and room scheduling requests
- Provide general office assistance to Director of Operations as needed

RECORDS

- Maintain student, family, and staff database
- Organize physical student records and fulfill student records requests as needed
- Organize and send student progress reports and report cards to parents
- Oversee student attendance process
- Manage the on-boarding and off-boarding process for employees, volunteers, and contractors
- Keep personnel files and ensure they are up-to-date
- Manage student withdrawal process
- Assist HOS with mandated services as needed; add school notes, monitor progress, inform principles as needed
- Maintain and edit organizational documents such as employee handbook, staff directory, master list, class lists, org chart, and others
- Record staff and substitute attendance

RECEPTION

- Assist teachers, parents, and students who come to the office for a variety of reasons
- Manage the school's voice messaging and general email
- Monitor and respond to main email account

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ASSISTANCE TO THE BOARD SECRETARY

- Send email reminders to trustees
- Present meeting agenda with approval from the board secretary
- Receive and file board reports
- Compile and distribute board-meeting packet
- Schedule and prepare room for board meetings
- Attend board meetings and take meeting minutes. Finalize and distribute board secretary approved minutes
- Add and delete members as necessary on the WCA google group and set up shared drives for documents as needed.

QUALIFICATIONS

- A follower of Jesus Christ and personal agreement with our Statement of Faith and lifestyle agreement
- Strong familiarity with Google Office Suite
- Comfort learning new databases and online platforms
- Skilled in the use of Google Sheets or Microsoft Excel
- Detail-oriented and organized
- Excellent verbal and written skills
- Friendly, gentle, patient, and professional demeanor; teachable spirit
- Personal enthusiasm, optimism, and a sense of humor

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at westsideacademy.org