

**Mission** To disciple children for Christ, now and for all eternity, and to train them in excellence for their roles in their family, church, community, workplace, and country

**Vision** We are a national model of Biblical living, individual and community transformation, and exceptional educational outcomes. We are salt and light to the glory of God.

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**Core Values** Christ First • Biblical Discipleship • Sacrificial Love • Radical Expectations

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## Front Office Manager

**Reports to:** KSC Director of Operations

**Qualifications:** Possesses a humble spirit, growth mindset, and an unrelenting I AM THIRD mentality. Bachelor's Degree (or higher degree in education). Capacity to deliver instruction effectively and commitment to respect the theology of the WELS.

**Position Objective:** As the face of St. Marcus, the Office Manager lives and breathes St. Marcus' core values and mission, ensures a welcoming, positive, professional, and organized environment exists to the highest degree, and collaborates with the entire organization to collect data, assist leaders, and promote communication. The KSCOM also exists to support the Principal and Director(s) in their roles to lead, organize and communicate with the school staff, students, parents and guests.

**Hours:** See [Office Manager Summer and Annual Work Hours](#) for greater detail

**Compensation:** Compensation will be commensurate with experience.

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## Responsibilities & Duties

### SPIRITUAL EXPECTATIONS

- Model a Christ-like example both in and out of the classroom always representing our Savior and reflecting His love

### PROFESSIONAL EXPECTATIONS

- Demonstrates responsibility and professionalism towards job responsibilities
- Understand and support the philosophies and purposes of the school and church.
- Build relationships with church and school families
- As a Christian educator, he/she has knowledge and understanding of spiritual, social, emotional, physical, and intellectual development of children
- Have a collaborative and cooperative relationship with school leaders
- Follow the guidelines set forth in organizational handbooks
- Exhibit a growth mindset and commit to professional development
- Attend mandatory staff trainings and meetings

### MEET EXPECTATIONS OF ST. MARCUS STAFF

- Model a Christ-like example both in and out of the classroom always representing our Savior and reflecting His love
- Normal weekday school hours are from 7:00 AM to 4:15 PM; extended days and hours for August Parent Meetings, Parent Teacher Conferences, and other events as needed.
- Demonstrates responsibility and professionalism towards job responsibilities
- Be available by phone to staff members and St. Marcus families, including after school hours and on weekends
- Uphold code of conduct and school policies

### SPECIFIC RESPONSIBILITIES

#### RECEPTION AND OFFICE MANAGEMENT ESSENTIAL DUTIES

- The phone and desk are to be attended to first and foremost; request coverage if having to step away.
    - Warmly and appropriately greet all guests, students, staff and parents.
    - Politely Answer the phone within 3 rings and any voicemail should be handled within 1 working hour.
  - Keep the building secure but welcoming by greeting and letting in visitors, but only after appropriately screening, via the remote doorbell system.
  - Sign for packages and deliveries and notify the recipient of delivery as soon as possible.
  - Coach student(s) how to act in a professional setting; build respectful relationships with each child.
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- Organize the office and keep desktop paperwork to a minimum.
  - Filing is to be completed by Friday of each week.
  - Neatly label and organize the reception area, closets, drawers, mailbox area and copy room.
  - Ensure lost-and-found items are in appropriate locations and assist with organizing/cleaning efforts.
- Create a welcoming and professional environment by leading by example for staff and students alike:
  - Promote positive interactions, healthy necessary conversations, and refrain from negative talk or gossip.
  - Take leadership initiative to manage student behavior in the office: require students speak to you respectfully and in turn speak respectfully to students; require written detailed passes, etc.
- Update building signage regularly, displaying professionally, and removing obsolete flyers, etc...
- Offer clerical assistance whenever able, such as correspondence, providing and tracking data, flyers, copies, etc.
- Assist students and parents with tie and uniform needs: keep a well-stocked supply of ties, shirts, etc... and organize them efficiently loaning uniform pieces as needed and documentation and follow-up for return.
- Work with leadership in coordinating staff meetings and staff events along with the Support Staff Team.
- Meet regularly with front desk collaborative; bring positive solutions and ideas.
- Work closely to provide clerical support to the DO, Principal, Director(s) and Dean(s).
- Lock up file drawers and cash nightly and deposit cash weekly into the safety deposit box at the NAC.
- Track, organize, maintain and order office, copier, laminator, copy room, and conference room supplies. Assist with laminating and cutting as needed.
- Help dislodge misfeeds and place copy/printer machine service calls promptly, updating staff of copy machine status.
- Accurately record and facilitate attendance reporting:
  - Tardy Slips issued to students after the 8:00 am announcement.
  - Early Dismissal Slips and communications.
  - Update Skyward database by 9:30am daily and run reports to give to Deans or their assistants by 10am if requested.
  - By 4:00pm Friday each week, update and print Attendance Rosters.
- Medication and First Aid support provided daily for students; remain up to date on FirstAid, CPR, Diabetic Support, CPI (Crisis Prevention Intervention), Mandatory Reporter training and other required DPI trainings.
- Keep a supply of Incident/Injury Reports in the office and facilitate principal signature. File signed Incident and Injury reports in student files.
- Maintain inventory and sales of school T-shirts and student ties; confirm issuance of Honor Roll, High Honor Roll & Leadership ties by checking with MS director.
- Maintain student records drawers: filing, adding notes, keeping classrooms up to date, completing records requests within 1-2 days of receipt, archiving records, keeping drawers organized.
- Seek out needs of the Admin team to ensure smooth daily operations.
- Coordinate and collaborate with other school offices and provide proactive support.
- Other duties as requested.

#### **PROACTIVE, ESSENTIAL AND HELPFUL COMMUNICATIONS**

- Seek as much data and create information systems to manage large amounts of data from various departments.
- Provide information you know of, but always go above and beyond to find the correct contact person or information when you do not have an immediate answer; follow up to ensure the inquirer received answers.
- Stay on top of all team emails and request data from departments.
- Partner with the Communications team members to assemble and distribute information via the school newsletter, mass texting services, flyers, letters and emails as needed.
- Be an active participant in weekly meetings and whole campus morning circles: bring highlights, areas of concern, questions, and anything else on your mind; use every meeting as an opportunity to find solutions and work together to create a satisfying work experience for all involved.

#### **SUPPORTING THE DIRECTOR OF OPERATIONS, PRINCIPAL, DIRECTORS, & DEAN OF STUDENTS:**

- EVERY FRIDAY by 4:00 p.m, update and print new weekly Attendance Sheets.
- Assist with parent communication, data gathering, report running, design and printing support for quarterly Parent/Teacher Conferences, Awards Ceremonies, Graduation, M-House Poetry, Black History Celebration, Field Day, and other school celebratory and experiential events.
- Manage inventory and purchasing of supplies and equipment for teacher workspaces.
- Update school documents as requested, and link to appropriate corresponding reference documents; including but not limited to:
  - Attendance sheets
  - Before & Aftercare attendance sheets
  - Oversee and add to the STM Google calendar all room reservations
    - Meet the KSC Team (revised numbers, room numbers)
    - Student Carline signs

- Other duties as requested.

### SUMMER DUTIES

- Report Cards, Behavior Logs, Standardized Tests, and all annual paperwork filed.
- Student files assembled and ready for mailing as requested.
- Generate your summer to-do list with and for the Dean of Students for clear expectations and tasks.
- Final tie inventory to the Business Office within 1 week of the last day of school.
- File transfers: new classes in correct drawers and labels, per the new roster, by July 1st; update drawers again during the 1st week of school; and finally one last time by September 30th.
- File all new paperwork: registration, contact info sheets, medication forms, etc.
- Update contact-file drawer and file old contact files into the cumulative files.
- Record clean-up: make copies of all who are not on our roster so files are ready for transfer.
- Archive files: label 2 school-years of drawers; organize and archive all files 3 years and older down to the secure storage area; shred any files older than 5 years from storage area.
- Update job duties/goals, job description, and information that is helpful to share with staff during August In-Service and/or for New Staff Training week(s).
- Update and prep a new school-year reference binder.
- Office deep clean: nothing "floating" around, deep-clean areas that cleaners do not clean nightly/weekly; label things appropriately; make it "sparkle" by the first Parent Meetings.
- Summer School Duties:
  - Follow all the same expectations as you would during the school year.
  - Collaborate with the Center for Urban Teaching leadership team(s).
  - Continue to be welcoming, professional, and make proactive efforts to obtain as much information as possible, or seek to understand who will have the information sought by parents, staff, students, or other guests.
  - Other duties as requested.

### AUGUST DUTIES

- Request, Follow-up & Track, and File Records of new students.
- Assist with set-up, organization, open-gym tables, tie-sales, shirt-sales, business office needs during the Parent Meetings, which take place **one evening and one Saturday in August**.
- Send an informational email to each department explaining what sort of information needs to be shared with you throughout the school year, things you are able to assist with, things you are unable to assist with, and anything that is helpful for staff to know.

### OTHER TASKS TO ACHIEVE POSITION OBJECTIVE

- Keeping in mind the Position Objective, serve in as many areas as you are able and there will be other items asked of you, not listed on this description. Your servant heart will serve as an example of the goal of St. Marcus Ministries! Keeping up with new duties/deadlines: willing to take work home on some evenings and weekends as necessary, to meet weekly deadlines.

**Applicants should send a cover letter, a resume, and references to [schooljobs@stmarcus.org](mailto:schooljobs@stmarcus.org).**