



Office Manager

OnePurpose School (OP) is a TK-5 school in southeast San Francisco. We are a free, open-enrollment, college-prep, public charter school. OP's model brings together four major educational advances: project-based learning, STEM, socio-emotional learning and support, and a keen focus on fostering student agency. Historically, fewer than 10% of children from southwest San Francisco attend and graduate from college. OP is committed to changing this trajectory. To learn more about OP please visit: onepurposeschool.org

Why Join Our Team?

OnePurpose is a great place to work if you:

- Exhibit professionalism, treat people with respect, and are compassionate in addressing the day-to-day challenges of a rigorous and purposeful public charter school
- Thrive in an ever-changing environment where creative thinking and leadership are encouraged
- Prize collaboration with an experienced team with a multi-year track record of outstanding academic achievement with low-income students of color
- Believe in the school's values and its commitment to set students on a path towards success

What Makes the Right Fit?

OnePurpose seeks an Office Manager who:

- Possesses an Associate's or Bachelor's Degree and is proficient in Microsoft and Google Suites.
- Demonstrates written and verbal proficiency in Spanish and English, and is a quick learner
- Ensures the front office is a welcoming space and possesses the professionalism and enthusiasm to serve as the first point of contact for parents, students, and the school community
- Believes in the mission of the school and only speaks kind words to all stakeholders in support of OP's commitment to do what's best for the students
- Possesses excellent interpersonal skills and is a highly-effective communicator with parents, students, and faculty. The ability to speak Spanish is critical.

- Demonstrates excellent organization, time management and follow-up skills, a high sense of urgency, and is capable of successfully handling multiple projects concurrently
- Possesses a robust work ethic, the ability to be flexible, and a willingness to maintain an ‘all-hands-on-deck’ approach when necessary

What Will You Do?

Administration

- Welcome visitors, families, and staff and provide them with strong customer service
- Perform general clerical duties including answering phones, distributing messages, sorting mail, replenishing office supplies, distributing school information to parents, and translating documents from English to Spanish
- Facilitate arrangements for school activities, logistics, teacher and parent development
- Provide support to the Principal, Assistant Principal, and teachers as needed

Enrollment & Student Files

- Enter and update student information into school system, maintain regular student enrollment counts, and manage enrollment and registration forms
- Manage the attendance process including contacting parents on a daily basis as needed, and coordinate the school’s truancy process
- Administer Independent Study program for students with planned absences, collect doctor and parent absence notes

Family Engagement

- Build strong partnerships with families, and encourage parents to participate in school events, community meetings, field trips, and volunteering
- Provide families with weekly and daily text updates about events and deadlines
- Provide Spanish translation for parent meetings and events

Health, Safety & Discipline

- Maintain emergency medical contact information, and current immunization records for all students
- Administer basic first aid, distribute medicine, and maintain injury reports. Be knowledgeable about the content in the school safety binder including emergency procedures
- Supervise students sent to the office for discipline and health reasons

Meals, Finance, & Facilities

- Manage the collection of free & reduced-lunch application forms
- Manage parent live scans, and field trip support including transportation and lunches in advance of trips
- Assist in the managing and reporting of day-to-day facilities problems

Special Education

- Maintain confidentiality of students receiving special educational services, and serve as the communications intermediary between parents and the Special Ed team.

Salary and Benefits:

OnePurpose School offers a competitive salary (\$50,000 - \$55,000) and generous benefits. This 12-month, non-exempt position reports to the Principal and the Business Manager.

To Apply:

Please e-mail your cover letter and resume to: resumes@onepurposeschool.org. In your cover letter, please address why you believe you are a good match for OnePurpose School.