

OFFICE MANAGER

School Overview

pilotED Schools Bethel Park is a nationally-recognized elementary school that seeks to empower the way students see themselves and the world around them using an approach centered in social identity development, civic engagement, and academic excellence. From our daily identity-based classes to our sports programming and civic engagement opportunities, pilotED actively promotes an enriching lifestyle for our students and families to forever interrupt generational cycles of poverty.

Position Overview

Serving as the “face” of pilotED Schools, the Office Manager is the gatekeeper to pilotED’s Bethel Park Campus., Working closely with the School Principal and Family and Community Coordinator, the Office Manager supports student and parent needs by managing student information, acting as parent/guardian liaison, and performing secretarial duties for the school. The Office Manager reports directly to the Director of Business and Operations.

Roles/Responsibilities

Student Information Management

- Enroll and register new students;
- Alongside Family and Community Coordinator, maintain student attendance daily;
- Maintain and compile student records (health, academic) and ensure that all forms are updated and compliant.

Parent/Guardian Liaison

- Be the “face” of pilotED Schools and act on behalf of school administrators when necessary;
- When necessary, contact parents throughout the school day;
- Make appointments for leadership team members between parents/guardians and/or community members;
- Greet and direct visitors.

Clerical Support

- Compile data from various sources (e.g. time sheets, budget reports, specialized reports, personnel records, reimbursements, etc.);
- Compose a variety of documents (e.g. correspondence, agendas, minutes, etc.);
- Manage a variety of projects (e.g. substitutes, work orders, Worker’s Compensation injuries, new teacher staffing, room assignments, etc.);
- Collect and manage petty cash for various events (e.g. field trips, uniform, etc.);
- Execute day-to-day office duties (e.g. order supplies, make photocopies, sort mail, answer phone calls, take messages, manage master calendar, etc.).

Student Support

- Under parent/guardian permission, administer prescription medication to students; ensure students requiring prescription medication have completed all necessary forms.

Office Staff Management (future)

- Help in hiring an Office Assistant;
- Train and manage Office Assistant.

Qualifications

Mission Requirements

- Entrepreneurial mindset with a passion for creating systems, working as a team, and being a part of a growing organization;
- Quick-thinker, solutions-oriented, and thrives in a fast-paced environment with constant interruptions;
- Committed to meeting the needs of a diverse population including race, gender, ability, religion, sexual orientation, geography, and any other identity-based attributes;
- Committed to restorative justice and identity development approaches;
- Willingness to grow through ongoing constructive feedback and professional development;
- Committed to engage and/or lead in community and school events;
- Committed to build relationships with families and coworkers and create a dynamic environment.

Knowledge/Skill Requirements

- Associates Degree is required; Bachelor's Degree is preferred;
- Willing to listen to parent/guardian concerns and problem solve on the spot;
- Expert-level written and oral communication skills;
- Strong office administration skills and ability to operate standard office equipment;
- Strong interpersonal and team building skills;
- Strong ability to work with flexibility;
- Strong attention to detail, excellent organization skills, and consistency in meeting deadlines;
- Experience working in urban environments;
- Ability to attend annual summer off-site professional development;
- Microsoft Office, PowerSchool, Google Suite proficiency;
- Language: English proficiency required; bilingual in Spanish preferred;
- Physical Requirements: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Must pass all federal and state background checks.



Equal Opportunity Employer

pilotED Schools is an equal-opportunity employer that actively seeks to hire and retain a diverse, passionate, and dedicated team. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.