



March 3, 2017

OFFICE ADMINISTRATOR POSITION

Ruffing Montessori School, an independent, co-educational school serving children 18 months through 8th grade, in Cleveland Heights, Ohio, is seeking a bright, energetic, and collaborative individual to serve as Office Administrator. Founded in 1959, Ruffing is the second oldest Montessori school in the United States and is an established leader in the field of Montessori education.

Reporting to the Head of School, the next Office Administrator will serve as the liaison between the many constituencies that come together to create the life of the School. The ideal candidate will have strong organizational skills, an unflappable temperament and helpful sense of humor, the ability to work with a wide array of individuals, and the desire to collaborate in support of the School's mission. Most of all, the successful candidate will demonstrate keen enthusiasm and appreciation for Ruffing's culture and values.

Interested candidates are encouraged to send a letter of interest, current resume, and list of references to employment@ruffingmontessori.net. Materials will be reviewed as received and initial interviews will begin immediately, with next steps in the process to follow quickly.

POSITION DESCRIPTION

POSITION: Office Administrator
REPORTS TO: Head of School
STATUS: Full time (40 hours/week), 1.0 FTE
CLASSIFICATION: Salaried – Non-Exempt

OVERVIEW:

The Office Administrator serves as a member of the Administrative Team and supports the multi-faceted needs of the Head of School, Administration, Faculty, and various other constituencies vital to the School's community. Often the first point of contact and always an essential liaison, the position requires a high-level of discretion, the ability to maintain privacy as appropriate, and an unflappable temperament in response to a dynamic and fast-paced environment. Also essential are excellent oral and written communication skills, strong organizational skills, and attention to detail. Proficiency with database systems and other tools of technology is required.

SPECIFIC RESPONSIBILITIES INCLUDE:

Head of School Support (0.25 FTE)

- Coordinates HOS communications and schedule;
- Provides organizational support for Board of Trustees;
- Facilitates planning and communications related to Board of Trustee meetings, All-Staff meetings, and Administrative Team meetings;
- Assists the HOS with employee recruitment and advertising, coordinate interview schedules;
- Performs other duties as assigned by the HOS

SPECIFIC RESPONSIBILITIES CONTINUED...

Registrar (0.25 FTE)

- Maintains the Registrar's portion of the School's Blackbaud database;
- Sends approved emails to various constituencies;
- Prepares mailing labels for various mailings;
- Records student attendance;
- Prepares and submits State-required ODE (Ohio Department of Education) reports (immunization records, ADM (average daily membership) report of non-public schools, faculty and staff ODE cost reimbursement reports, Cleveland Public School District transportation reports);
- Prepares and submits transportation reports for Cleveland and suburban school districts, and provides updated information as needed;
- Serves as primary SAFE account point person for ODE;
- Re-enrolls returning students for next academic year;
- Prepares family mailings;
- Works with Marketing to prepare Family Directory;
- Prepares "robo call" lists and initiates calls;
- Coordinates production of Parent Handbook;
- Maintains student files and transfer records as requested

General Administrative Support (0.5 FTE)

- Manages school reception area, admits individuals via secure entrance, and monitors visitor sign-in process;
- Answers and forwards all incoming phone calls;
- Receives, opens, date stamps and distributes all mail;
- Receives, organizes, endorses all incoming checks/cash (by mail or hand-delivered), logs checks and cash into Business or Development check log;
- Manages School's public and internal calendars;
- Manages classroom transportation requests and arrangements;
- Prepares, organizes, communicates in support of Administrative Team meetings;
- Orders office supplies and materials;
- Records and reports staff attendance and PTO use;
- Arranges for substitute teachers to cover for planned teacher absences;
- Conveys to teachers changes in students' routine (after school arrangements, pick up, bus ridership);
- Monitors and schedules service for office equipment as needed;
- Maintains milk orders and deliveries;
- Creates and distributes staff phone tree;
- Archives files for off-site storage;
- Notifies families of contagious illnesses in classrooms
- Provides assistance to teachers, students, or parents as needed;
- Responds to the questions and needs of staff, parents or student as requested;
- Communicates with Administrative Team any family news or classroom activities pertinent to the school