



School Office Manager

Covenant Classical School is hiring an *Office Manager*. This position is full-time (or nearly full-time) during the school year with reduced hours in the summer months. The position will begin with a planned one-year term and may be renewable, depending upon various factors related to the school's future planning.

The *Office Manager* is a key part of the face of the school and a person who works closely with the *Front Desk Supervisor* and who interacts with all school stakeholders: students, faculty and staff, administration, parents, vendors, the local community, and all friends of the school.

The *Office Manager* is primarily responsible to oversee the daily operation of the school day, anticipating problems, addressing challenges, fixing what is broken or finding the person who will do so, keeping records, interfacing with vendors including those handling the school's finances, communicating with personnel, and attending to the details which may be slipping through the cracks of daily school life.

The successful candidate will be able to testify to a personal Christian faith and be energized by the school's Christian mission to our students, parents, faculty, and the extended community.

The following characteristics will contribute to flourishing in this role:

- The ability to work in a fast-paced, dynamic work environment in which multitasking and constant interruptions are the norm and not the exception.
- A high comfort level using technology, and learning new applications including school management software, email, creating google documents and forms, newsletters, tables, working with spreadsheets, and more.
- The ability to work on a team, communicate openly, and manage conflict while prioritizing relationships with all school stakeholders.
- The ability to organize, prioritize, and work efficiently to accomplish what needs to be done to meet deadlines when necessary, while being flexible to attend to something immediate if needed.
- The ability to combine professionalism and Christian grace in all interpersonal interactions and communications.
- The ability to recruit volunteers, delegate tasks, or ask for help when necessary and strategic.

All interested people are encouraged to send a resume and cover letter to Dr. Tom Stoner, Head of School (tstoner@covenantclassicalschool.org). Interviews will begin immediately with the goal of hiring in time to begin cross-over training on or around June 1. The school office is closed June 30-July 4 and summer hours begin the week of July 7.