Valley Ranch Academy

EARLY LEARNING & ENRICHMENT

Valley Ranch Academy Office Manager

Purpose

The Office Manager/Assistant Director is responsible for managing all non-instructional functions of the campus including but not limited to attendance, persistence, data management, enrollment and registration, facilities maintenance, IT support, health services, and parent engagement. Provide leadership to ensure the highest standards of operations. They are focused on excellence and continuous improvement and expect and support these values in their staff.

Job Description

ROLE AND RESPONSIBILITIES

At Valley Ranch Academy, we excel by showing up every day for kids with the best of what we have and to ensure that every child is learning every minute of every day they are in school. The ideal AD/OM will be responsible for the following:

- Students attend school every day or/and manage communication with parents.
- Student application, enrollment, and retention.
- Perform audits and of inventory and supplies for classrooms, kitchen, and office.
- Cultivate healthy and positive relationships with families.
- Maintain a positive school culture that reflects the Valley Ranch Academy Mission
- Support the center director providing breaks for teachers.
- Support with office orders, maintaining supplies for printers and teacher supply room.
- 100% enrollment and 95% attendance.

The ideal team member is/will:

- Passionate about seeing children succeed, no matter the background from which they come.
- Seek to grow and learn new skills to better serve kids and parents.
- Self-driven, innovative, and is not afraid to ask for help and to seek world-class solutions.

Job Requirements:

1. Maintain their food manager certification in good standing.
2. Accurate daily attendance on ProCare to ensure classrooms have adequate rosters.
3. Complete all pre-service training before starting.
4. Stay within the budget allocated by the Center Director.
5. Able to enter classroom as a substitute teacher in case of teacher absence.
6. Continuous Improvement – proactively identifies opportunities to improve and consistently reflects on past actions to guide future decisions
7. Lead enrollment and recruitment efforts to ensure campus is fully enrolled.
8. Planning and execution of recruitment activities and ensure each staff has a minimum of 10 hours per

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year of recruitment activities such as, but not limited to, open houses, cultivation calls to prospective students, virtual classroom tours and sample classes for prospective families.

Skills:

- Associates Degree, High school diploma or bachelor's degree.
- Ability to operate a computer and use specific software applications.
- **Patience**, optimism, compassion, enthusiasm, and empathy.
- Teaching experience or training.
- Able to have frank and respectful conversations when receiving and giving feedback.
- Ability to lift to 48 pounds, carry 48 pounds, and push/pull 35 pounds of force.
- Skill in operating general machinery and equipment, maintaining service logs and placing service calls.
- Effective communication with parents on ANY issue that may arise.

PREFERRED ADDITIONAL SKILLS

If you speak another language, that's a plus as our student community is very diverse. All languages are welcome.

- Exceptional organization skills
- Extremely detail-oriented
- Self-motivated
- Can manage complex projects in a fast-paced environment
- Excellent communication and interpersonal skills
- Strong problem-solving skills
- Tireless commitment to excellence

The Assistant Director should be an aspiring center director that can lead daily, be highly dependable and provide an impeccable level of customer service.

General

1. Develop systems and materials to maximize school-site efficiency
2. Design and manage significant operational systems and structures for transportation, facilities and maintenance, food services, technology, data management systems, communication, campus security and contingency planning, office operations, and CLI testing coordination and logistics.
3. Problem-solve to quickly mitigate logistical challenges.
4. Facilitate communication and collaboration between the various instructional teams on-site.
5. Facilitate communication and collaboration between the school-site and business office/operations staff.
6. Address personnel issues arising within or between instructional staff.
7. Monitor efficiency and effectiveness of school operations systems, using data to continuously improve
8. Maintain a clean, orderly, efficient, and safe school environment

Transportation

1. Collaborate with bus driver and center director to develop bus routes.

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2. Address serious student behavior issues and parent concerns and provide on-going information to grade team leaders.
3. Research and provide lists of transportation request for co-curricular events.
4. Select bus drivers with center director.
5. Ensure regular maintenance of campus bus fleet.
6. Maintain communication with parents on bus ridership.

Facilities

1. Collaborate with COO of Community Preschools to ensure regular and on-going maintenance of school property.
2. Track inspections and maintain schedules of permit renewals.
3. Address facilities issues with center director.
4. Manage facility usage requests outside of school time.
5. Ensure building is secure and locked daily.
6. Address personnel issues arising with center director.
7. Coordinate with COO on licensing inspections, investigations, installations, and routine maintenance.

Food Services

1. Coordinate with CACFP Director to ensure timely distribution of food and snacks and attendance reporting.
2. Research health lunch alternatives within guidelines of Child Nutrition Program Director.
3. Select food service protocols for each classroom.
4. Address personnel issues emerging among or between food services workers, teachers, and maintenance staff.

Competitive salary commensurate with experience and qualifications. Interested applicants should submit resume's to Jaciel Castro at jcastro@valleyranchacademy.com or by submitting an application at: https://bit.ly/InstrucPositionVR