Job Title: School Office Manager
Location: Rosary Cathedral School, Toledo,OH
Salary Range: $27,500 - 45,000
Schedule: Full-time, year-round position
Reports to: Director of School Operations (DSO)

Job Summary:
The School Office Manager bridges operational planning and execution, focusing on managing school systems, supporting compliance, and assisting in enrollment efforts. They serve as a point of contact for resolving logistical challenges and ensuring operational excellence.

The ideal candidate is a strategic thinker, highly organized, and skilled at managing complex systems and relationships. This individual plays a pivotal role in ensuring the seamless alignment between network-wide operations and school-based needs, enabling schools to focus on delivering exceptional educational outcomes.

Responsibilities Include:

Enrollment
- Contact prospective families from enrollment-in-progress list
- Support school leadership team in canvassing efforts
- Assist DSO in managing and updating FinalSite enrollment system
- Develop and sustain relationships with community partners that may serve as enrollment pipelines (PreK programs, day cares, afterschool enrichment, etc)
- Coordinate parent ambassadors for enrollment events
- Promote student re-enrollment, ensure that families receive regular reminders, and work to identify, document, and rectify reasons that families are not returning for following year

Financial Compliance
- Collects monthly receipts and completes monthly coding
- Deposit funds to the bank monthly
- May support with accounts payable, receivable, and payroll oversight

Leadership Support

- Manage school-wide schedules, including event coordination and calendar maintenance
- Oversee logistics for school-wide events, including parent meetings, assemblies, and staff trainings
- Collaborate with the DSO to maintain accurate student enrollment and attendance data
- Serve as a liaison between school staff and the DSO for operational updates and tasks
- Leads chronic absenteeism reduction efforts, by contacting families of absent students daily and cross-checking attendance records and comments for accuracy
- Roster students into NWEA three times a year per network testing schedule
- Coordinate procurement and vendor relationships, ensuring timely delivery of supplies and services

Facilities

- Submit maintenance ticket to Vinson
- Support compliance with safety protocols and regulatory requirements, including preparing reports and records
- Become fluent in school emergency plan
- Supports with transit and placement in School curriculum room, after DSO confirms order

Skills and Qualifications

- 2-4 years of operational experience
- Bachelor's degree preferred
- Passionate commitment to the mission of Partnership Schools.
- Excellent organizational and time management skills.
- Strong analytical and problem-solving skills.
- Customer service experience.
- Ability to learn quickly and respond to feedback.
- Ability to prioritize and manage multiple projects simultaneously with strong attention to detail and follow through within demanding timelines.
- Experience in Microsoft Excel and PowerPoint.
- Expereince with Google Drive