

New Roots Charter School  
**Office Administrator**

Job Description  
2021-22

The Office Administrator is a professional administrator responsible for ensuring smooth operations of all office functions essential to school and student success, working closely with school staff, students, families, home districts and state agencies to ensure excellent communication, efficient systems that support compliance with school systems and policies, accurate records, and timely reporting.

The ideal candidate will enjoy using their interpersonal talents and organizational and technical skills to create an optimal school environment that supports high school students, and their families, teachers and school administrators.

**OFFICE ADMINISTRATION**

- Supervises the administrative staff (Receptionist and Attendance Clerk), ensuring performance of tasks such as reception, attendance communication and record-keeping, daily post office visits, and lobby maintenance. Provides front desk coverage for scheduled breaks.
- Coordinates transportation requests from families and staff, communicating with districts and TCAT to ensure that students have access to transportation.
- Coordinates coverage for teacher absences, and provides support for substitute teachers.
- Coordinates routine snail mail home-school communication such as progress report/quarterly report mailings, letters regarding attendance and discipline, and related communication as assigned.
- Supports students, families, and staff members in use of SchoolRunner student information system.
- Serves as Clerk to the Board of Trustees.
- Complete tasks assigned by school administrators such as data entry and filing, and develops and maintains hard copy and digital filing systems.
- Maintain sufficient office supply levels, and supports school purchasing by researching products and placing orders.
- Provide other administrative support as directed.

**STUDENT ACADEMIC FILES AND DATA MANAGEMENT**

- Communication with districts regarding enrollment and withdrawals
- Data entry of all changes to enrollment, including withdrawals
- Ensure accurate data entry into PowerSchool student information system, working with home districts as needed to ensure accurate records and proper documentation of student coursework and achievements.
- Manage enrollment, discipline, and attendance records to ensure accuracy.
- Manages routine data reporting involving extracting data from the student information system.
- Coordinates student registration in TC3 classes.
- Maintains digital and physical files for current and past students.
- Support student and parents in gaining access to SchoolRunner Portal.
- Facilitates progress report and report card process.

- Responds to transcript requests.
- Coordinates team administering the Regents exams, MAP, PSAT, SAT and ACT.

## **BUSINESS AND HUMAN RESOURCES**

- Manages systems for recruitment, hiring, and onboarding, including posting jobs and coordinating communication with candidates throughout the process.
- Tracks employee attendance.
- Prepare student data for district invoices, prepare mailing of invoices.

Other duties as assigned by the Operations Manager and/or the Principal and Superintendent.

Required Qualifications: Outstanding communication and interpersonal abilities, high level of organizational skills, high degree of comfort learning new computer programs (ideally experience with student information systems), attention to detail, administrative experience (file management, etc.), Microsoft Excel proficient, willingness to become familiar with NYS high school graduation requirements and NYS charter school policy, extremely flexible when faced with evolving projects while underway, willing to work beyond regular business hours when needed, mission driven.

Preferred Qualifications: Proven experience as an office administrator or other relevant role, Associate or Bachelor's Degree, successful administrative experience, experience in NYS high schools

*This job description was updated on March 8, 2022, and is subject to changes as the needs of the organization become apparent or evolve.*

We anticipate that job responsibilities for all positions will evolve as our organization grows. Successful employees demonstrate capacity for flexibility and the multifaceted skills that will nurture this growth.

*A sustainable community is a diverse, inclusive network of people. New Roots Charter School is an equal opportunity employer—applicants will be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, or veteran status.*