



Title:	Office Manager	FLSA Classification:	Fulltime
Reports to:	Operations Manager	Salary Range:	30,000-40,000
Created Date:	6/6/2017	Duration:	12 months
Updated Date:	04/08/2021		

Étoile Academy Charter School, an independent 5th-8th grade charter school in Houston, is seeking an ambitious, smart, and high capacity individual to join our team. Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Office Manager

The Office Manager plays a central role in establishing a warm and welcoming atmosphere for families and visitors from the beginning of our school. They will ensure an orderly, responsive, and open school. In addition to supporting the school's administrative systems and routines, the Office Manager functions as the main point of contact for all external parties arriving at the school's main reception area. They are also a critical member of the Operations team.

Responsibilities

- Communicating effectively with students, families, and colleagues;
- Responding to family concerns promptly and effectively;
- Responding to new families and families interested in attending Etoile with 24 hours;
- Assisting school leaders and teachers in communicating effectively with Spanish speaking families;
- Ensure an orderly, responsive, friendly and open school;
- Supporting school operations and ensuring classrooms supplies are stocked daily;
- Supporting teachers by ensuring that all school operations are functioning smoothly;
- Working with our School Nurse to ensure the health and safety of students;
- Adhering to the policies, standards and school wide responsibilities described in the Faculty and Staff Handbook and the COVID Handbook
- Managing phones (answer calls, redirect calls, take messages, place calls, create school announcements, etc.);
- Managing mail (distribute received mail, prepare school mailings, make mail drops, etc.);
- Managing the collection and maintenance of student, personnel, and school information (receive forms and paperwork, track missing forms, manage databases, update contact information, keep records current, etc.);
- Managing school wide daily systems (manage student attendance, support with Deanslist)
- Greeting and documenting all visitors (sign in visitors, ensure that students only leave with authorized parents/guardians, monitor and control access to the school, etc.);
- Coordinating school communications with service providers
- Managing school maintenance and supply systems;



- Helping administer and manage National School Breakfast program, National School Lunch Program, and snacks;
- Processing student applications;
- Completing all necessary school wide duties for the successful and orderly functioning of the school (e.g., hallway supervision, arrival/departure transitions, participation in field trips, etc.) and other such duties as the school leaders may from time to time request;
- Providing consistent rewards and/or consequences for student behavior to ensure that students observe the School's core values, high expectations, and strict code of conduct;
- Performing other related duties as requested and assigned.

We look for team members that embody our REACH values. This includes the characteristics below.

- Believes and is committed to our mission and being an agent of change: that all students are capable of getting to and through college
- Has demonstrated effective outcomes and results, and wants to be held accountable for them
- Has a propensity for action, willing to make mistakes by doing in order to learn and improve quickly
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong relationships in order to achieve outcomes
- We believe in education as a profession and hold ourselves to high level of conduct, professionalism and behaviors as models for our colleagues and students.

Qualifications

- Fluency in English and Spanish required
- Excellent communication and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with a diverse staff
- Alignment with the school's mission to ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.
- Demonstrated application of Étoile Academy's core values: Respect, Excellence, Ambition, Community, and Hard work.

Apply Now

To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.