



## Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

### POSITION DESCRIPTION

<b><u>Date:</u></b>	July 5, 2022
<b><u>Job Title:</u></b>	Office Manager/Attendance Officer/Board Clerk
<b><u>Work Location:</u></b>	ARGS – High School
<b><u>Immediate Supervisor:</u></b>	Executive Director/Assistant Director
<b><u>Terms of Employment:</u></b>	Full-time/12 months

#### **General Description:**

Provides assistance to the Executive Director and serves as a team leader to oversee effective operations of the front office. Performs a variety of moderately complex work within established procedures and standard practices. Some specialized knowledge of the school's policies and procedures is required. Work is performed under general and occasionally without specific instruction. Requires frequent coordination with others at all organizational levels within and outside the school and may require handling of sensitive information or dealing tactfully with the public. Considerable judgment is required.

#### **Essential Job Functions:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These duties include but are not limited to:

- Performs secretarial and administrative work required to ensure the efficient operation of the office, such as student attendance. Assists the Executive Director with routine and confidential secretarial tasks by composing correspondence; designing and preparing forms, charts, calendars, handbooks or reports and maintaining the Executive Director's appointment calendar.
- Serves as central information point to public, students and faculty regarding a variety of matters related to school operations and policies. Responds to inquiries that do not require the supervisor's attention. Obtains and provides information requested from within and outside the organization to include insurance benefits and Workers' Compensation. Maintains good rapport with students, staff, and parents.
- Provides work direction and guidance to office support personnel to ensure efficient front office operations and adequate office coverage at all times.

Monitors workflow and progress of work produced. Meets with office staff to communicate new or revised policies and procedures. Makes recommendations to administrative staff to improve office operations. Responsible for keeping school policy manuals up to date. Prepares and distributes information to others as necessary.

- May perform bookkeeping/accounting functions as needed.
- Prepares and distributes informational packets for monthly school board meetings, takes meetings minutes, and assists Executive Director with meeting preparation.
- May be required to work some evenings and attend staff development as necessary and required.
- Arrange field trip transportation; utilize Call Em All system for inclement weather conditions, and other necessary communications.
- Be available to assist with school closings and other emergencies.
- Works with technology team to maintain student attendance software.
- Performs other related duties as assigned.

**Physical Demands:**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderate.

**Knowledge/Skills and Ability:**

Considerable knowledge of office operations and procedures; business English and mathematics and office equipment to include manual and automated filing systems. Considerable knowledge of school programs and regulations. Working skill in the use of a personal computer, utilizing word processing, spreadsheet and database software. Demonstrate ability to compose correspondence, assemble data and prepare reports, charts and forms; to organize work and lead the work of others; to communicate effectively both orally and in writing; to interpret and apply policies and procedures; to exercise judgment and work effectively with all levels of personnel, students and the public.

**Requirements:**

Education, training or office experience sufficient to demonstrate the required knowledge, skills and abilities. PowerSchool experience preferred.

**Salary:**

Salary commensurate with education and experience.

**Submit the ARGS employment application, resume and three letters of recommendation to: Mrs. Veronica A. Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email [vkouassi-small@args.us](mailto:vkouassi-small@args.us).**

**Closing date: Position open until filled.**