Office Manager
Tulsa Classical Academy

Position Summary:

Tulsa Classical Academy follows the BCSI Classical model using a content-rich curriculum based in classical liberal arts and sciences with a strong emphasis on civic education. All staff will facilitate learning for TCA students in order to fulfill their potential for intellectual, emotional, physical, and social growth. All staff enable and work with parents and students to develop competencies and skills to function successfully in society. They provide leadership, motivation, and rigorous education for all students. This position reports directly to the Director of Operations.

The Office Manager will lead the office team and support staff in provision and oversight of operations and business management. They will utilize their knowledge of operational best practices to support the school in all administrative efforts. With strong leadership skills, the Office Manager, reporting to the Head of School, will assist in creating a safe and effective environment for learning, and conduct periodic evaluations to identify areas that need improvement. As the leader in basic operations, they will represent the school with local, state, and national vendors, presenting a positive image of the school. The Office Manager will have overall responsibilities in the following areas: registrar, office management, school operations, enrollment, state reporting, attendance, facilities, safety, purchasing, and reception.

Education/Certification:

- Four-year degree from a College or University (preferred)

Experience:

- 3+ years of experience in an educational environment (alternative education a plus)
- 3+ years of experience working with administrative leadership, clients and/or stakeholders, and/or education personnel related to school improvement, facilitation of learning, or related educational interest
- 3+ years of experience in supervising office staff
- 3+ years of experience in managing budgets

Required Knowledge, Skills, and Abilities:

- A passion for elementary and high school students
- Passion for the instructional academic content
- Ability to model virtue, teach virtue, and cultivate habits of virtue in others
- Passion for classical charter education
- Ability to learn about classical teaching curricula and methods
- Advanced knowledge of federal and state education laws
- Strong organizational, time management, communication, and interpersonal skills
- Ability to learn teaching curriculum software programs and instruct others on its utilization
- Ability to learn about classical pedagogy
- Ability to communicate with all levels of students, parents, teachers, the community, administrative staff
- Ability to lead transition with changes
- Excellent verbal and written communication skills
- Ability to lead and manage multiple priorities effectively
- Ability to travel (locally) as necessary

Responsibilities and Duties:

- Directly supervise all office staff and operations in accordance with the organization’s policies and applicable laws.
- Plans ways to market the school to increase enrollment and maintain ADA.
- Mentor or plan for mentoring of office staff as needed.

- Facilitate the development, articulation, implementation, and stewardship of a vision of classical learning that is shared and supported by students, parents, the community, administrative staff.
- Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and staff professional growth.
- Act with integrity, fairness, and in an ethical manner.
- Understand and respond to, social, economic, legal, and cultural context of any student population.
- Develop and evaluate educational programs to ensure conformance to state and school board standards.
- Collaborate with teachers, students, parents, and community concerning educational programs, activities, and events.
- Assist with marketing events and activities to promote and increase student enrollment through awareness.
- Oversee the direction of the preparation of class schedules, cumulative records, and attendance reports.
- Perform special projects, during and after normal business hours, and other duties as assigned.
- Participates in the TCA Classical Performance Evaluation

Equipment Used:

All equipment required to perform jobs duties and tasks previously described.

Physical / Environmental Factors:

The physical demands are representative of 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. TCA considers applicants for all positions without regards to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. Being authorized to work in the U.S. is a precondition of employment. TCA is an Equal Opportunity Employer.