



WCA EMPLOYMENT OPPORTUNITY

To inquire or apply (cover letter and resume), email Jim Whiteman, Headmaster
jwhiteman@westsideacademy.org

SCHOOL OFFICE MANAGER

FULL-TIME, BEGINS JULY 2021

We seek an office manager to provide a variety of central office services to advance the mission of our school: To integrate biblical truth with academic excellence so that our students will become leaders committed to impacting the world for Jesus Christ. This is a year-long, full-time position.

General Responsibilities: *(include but are not limited to)*

Reception

- Answer and direct phone calls, representing the school and giving assistance to a variety of people
- Assist teachers, parents, and students who come to the office for a variety of reasons
- Manage the School's voice messaging and general email

Records

- Organize physical student records and maintain student database (FACTS SIS)
- Generate transcripts as needed; Organize and send student progress reports to parents
- Keep accurate record of staff absences

Purchasing

- Purchase curriculum and testing materials, office supplies, and equipment
- Work in conjunction with Westlake City Schools to purchase and inventory all items purchased through state funds

General

- Process incoming and outgoing mail; prepare information packets, generate parent mailings
- Work closely with the administration, nurse, and local authorities as needed to help ensure the health and safety of our students
- Utilize and encourage parent and student volunteers who assist in the office
- Compose and send regular schoolwide communications
- Properly handle monies collected for various activities

Qualifications:

- A follower of Jesus Christ and personal agreement with our Statement of Faith
- A commitment to confidentiality of personal and sensitive information
- Excellent communication skills, both oral and written
- Detail oriented with the ability to juggle a variety of tasks and interruptions
- Organizational aptitude and flexibility
- Competence with spreadsheets, Microsoft Office, and basic information technologies
- Friendly, steady, and professional demeanor and teachable spirit with willingness to work hard
- Personal enthusiasm, optimism, and sense of humor
- A demonstrated ability to work joyfully and cooperatively with people of all ages

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at www.westsideacademy.org