

Office Manager:

This position is an office desk position that maintains total confidentiality and professionalism.

This position will answer directly to the Superintendent and send regular reports also to the CEO.

This position will branch into some other areas, such as athletics, transportation, and academics for communication and record keeping purposes.

Maintain Teacher Records

Application Checklist for students

Payroll

Human Resources paperwork/clearances for all volunteers and employees

Documentation of Deposits and expenses

Accounting Reports and records

Bank Reconciliation

Admissions/Enrollment paperwork

Student file completion

DSO Homeland security paperwork and upkeep

Homeland security registration

Scholarship rewards

Tuition Contract collection

Athletic Communications internally

Athletic Communication externally

MSA accreditation paperwork