

Spacious Skies Charter School

NOTICE OF POSITION AVAILABILITY

POSITION: Business Office Manager

CATEGORY: Full-time and Non-Exempt

RESPONSIBLE TO: Principal

WHO WE ARE AND WHAT WE VALUE:

Mission: **Spacious Skies, a project-based learning school, guarantees each child a quality education by providing joyful and challenging learning experiences in a safe and caring environment.**

Vision: **All students empowered to fulfill their responsibilities and dreams.**

The Spacious Skies board believes that education is a human enterprise and as such we are committed to serving students as they find meaning and purpose in their learning. Inspired by the Finnish school system, Spacious Skies will provide excellence in education by operationalizing four design principles:

- ***Enduring reverence for children and childhood*** - We recognize childhood as a stage in development and believe it should not be rushed. Students at Spacious Skies are immersed in developmentally appropriate programs and lessons when taking into consideration age, interest, and ability.
- ***Steadfast respect for parents as educational partners*** – We look at families through a strengths-based lens and demonstrate empathy and understanding in all our interactions. We partner with families in meaningful ways that serve to enhance students’ educational experiences and ensure their success.
- ***Profound trust in teachers as professionals*** – Teachers at Spacious Skies work collaboratively and purposefully toward increased student learning and school improvement. Teachers are leaders of improved instruction and are designers of curriculum and lessons.
- ***Deep understanding of how children learn*** – We are dedicated to ongoing study of children and how they learn. We employ methods that are appropriate for children and the content.

Spacious Skies Charter School (SSCS), a Project-Based Learning School, is located at the foot of Pikes Peak in beautiful Colorado Springs. With an anticipated inaugural student body of 198, SSCS serves students from Kindergarten through 4th grade. Spacious Skies will add a grade each year until we reach capacity at 8th grade.

At Spacious Skies, we are concerned with students “developing a sense of curiosity, wonderment, and awe; creating, imagining and innovating; and becoming more metacognitive about what they are learning” (Costa & Kallick, 2008).

We view education as a partnership between the student, family, school, and community and seek professionals willing to invest in our pursuit of excellence. Our faculty enjoys a shared leadership model wherein all staff members are encouraged to contribute ideas and incite positive change.

Spacious Skies is looking for committed, thoughtful, passionate problem solvers who are dedicated to working with children and families of the Pikes Peak region.

Does this strike a chord in you? If you embrace life-long learning, demonstrate maturity, and a collaborative approach to education, we invite you to apply.

POSITION SUMMARY: The mission of the Business Office Manager is to create a fluidly functioning environment for all stakeholders through the effective management of all logistics and adherence to regulations. This is done by: managing all facility support services staff (Facilities Manager, Lunchroom, Before/After School, Front Office), driving reporting that is required at the district and state levels, executing on schedules and scheduling, maintaining HR files for employees.

EDUCATION/EXPERIENCE REQUIREMENTS

1. Undergraduate Degree or relevant work experience required.
2. Minimum of one-year management of an office or other equivalent management experience required.
3. Human Relations and/or School Finance training and experience preferred.
4. High-Intermediate to advanced proficiency with Office Suite required.
5. Proficiency with PowerSchool, or other School Information System, preferred.
6. Experience working with Latino population and English Language Learners preferred.
7. Bilingual in Spanish and English preferred.
8. Proven ability to organize and prioritize in a high-stress, fast-paced environment.
9. Demonstrated ability to exercise a high level of tact and discretion in both internal and external interactions.
10. Ability to create and maintain good working relationships with a variety of internal and external constituents.

JOB RESPONSIBILITIES

1. Working cooperatively with the Principal, identify staffing needs:
 - a. Facility / Maintenance
 - b. Lunchroom
 - c. Before and After School Program
 - d. Front Office
2. Authorizer & State Reporting Requirements
 - a. Identify applicable authorizer and state reporting requirements.

- b. Create Annual Calendar of Reporting Deadlines
- c. Identify Contributing Team Members
- 3. Schedules & Scheduling – Working cooperatively with the Principal:
 - a. Develop Weekly Duties Schedules and Model Communications to Staff
 - b. Develop Process for Filling Outages (employee absences)
- 4. Create HR Filing System
 - a. Starting New Employee Files
 - b. Participating in Quarterly HR Files Audit to Ensure Compliance
 - c. Managing Employees around Submission of Required Documents
 - d. Keeping Files Current (new contracts, addendums, etc.)
- 5. Identify Specific Tasks, Develop Procedures and Processes regarding:
 - a. Tracking Bills for Submission
 - b. Ordering Supplies for Staff/School
 - c. Maintenance of Vendor Relationships, Files & Contracts
- 6. Assist, as Needed with Student Admission Process and Procedure Development. Gain a Thorough Understanding of Administrative Policies and Procedures Regarding Student Admissions.
- 7. Participate in Outreach Efforts to Families
- 8. Maintain Required Logs and Records. Compile Statistical Data and Information. Summarize Data in Reports or Analyses.
- 9. Create Student Portfolios.
- 10. Prepare Correspondence, Reports and Various Other Documents.
- 11. Manage Daily Operation of the Front Office.
- 12. Assist with Development of Field Trip Paperwork and Procedures

Intent and Function of the Job Description: This description has been reviewed to illustrate the jobs functions and basic duties, in addition to “peripheral tasks” or that could generally be considered “other duties as assigned.” In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional responsibilities and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills, and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions. This job description is not intended as and does not create an employment contract. Spacious Skies Charter School maintains its status as an at-will employer.

Compensation and Benefits:

Competitive compensation, commensurate with experience and education. Benefits include medical and dental insurance, PERA.

Application Instructions:

Please forward resume, cover letter, salary requirements and 3 letters of recommendation to: Selection Committee at the following email address: drevelyn@spaciousskies.org

Posted: January 13, 2020

Closing Date: Open until filled.