



OFFICE MANAGER

This position will be posted until May 13, 2019. Please send your resume, along with a cover letter to Christina Orozco Acosta at principal@tvja.org

| School Background |
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| <p>Tualatin Valley Academy is a private Christian school in Hillsboro, Oregon in Washington County, which is about 16 miles west of Downtown Portland. The school currently serves 213 students in Preschool through 10th grades and provides a Christ-centered atmosphere that focuses on preparing students to reach their potential, spiritually and academically.</p> <p>TVA has a great team of dedicated Christian teachers and staff. We are looking for a creative, hardworking office manager who has a passion for Christ and serving others; a person who wishes to make a positive difference in students' and families' lives, as we live an example of walking with Jesus. This person will need to have superb communication skills with parents, students, and fellow staff members.</p> |
| Purpose |
| <p>The office manager is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. This person is responsible for providing office management services to the TVA staff. This includes maintaining office services and efficiency, maintaining school office records, schedules, etc.</p> |
| Qualifications |
| <ul style="list-style-type: none"> ● College degree preferred or secretarial certification. ● Experience with the Adventist Education system and/or previous administrative assistant experience is desired. ● Minimum of two years administrative secretarial experience, including organizational skills and customer relations. ● Recommended: Spanish Communication Skill, proficiency-oral and written. |
| Specific Knowledge Skills and Abilities |
| <p><i>The preferred candidate must have proficient knowledge in the following areas:</i></p> <ul style="list-style-type: none"> ● Office Administration ● Computer skills, including spreadsheets, word processing programs, database management, and e-mail communications at a highly proficient level. ● Ability to maintain a high level of accuracy in preparing and entering information. <p><i>The preferred candidate must demonstrate the following skills:</i></p> <ul style="list-style-type: none"> ● Excellent interpersonal skills ● Team building skills ● Analytical and problem solving skills ● Decision making skills |

- Effective verbal, listening, and communication skills
- Attention to detail and a high level of accuracy
- Stress and time management skills
- Effective organizational and written communication skills

Personal Attributes

The candidate must maintain strict confidentiality in performing assigned duties of the Finance and Administration. The candidate must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Maintain the highest level of security and confidentiality when handling material or information relating to personnel, students and families and/or any other sensitive issues

School Day/Working Conditions

The work day is from 7:45AM to 4:15PM on Monday through Thursday. On Fridays, the work day is from 7:45AM to 3:15PM.

- **Physical Demands:** The office manager will spend long hours sitting and using office equipment and computers, which can cause muscle strain. Other activities include lifting of supplies and materials from time to time.
- **Environmental Conditions:** The position is located in a busy, open area office. The office manager is faced with constant interruptions and must meet with others on a regular basis.
- **Sensory Demands:** The office manager must spend extensive time in intense concentration and computer entering data which require attention to detail and accuracy.
- **Mental Demands:** There are a number of deadlines associated with this position, which may cause stress. The office manager must also deal with a wide variety of people on various issues.

Responsibilities

The office manager responsibilities will include, but are not limited to the following.

Maintain office services:

- General office duties such as answering and responding to phone calls, e-mails and letters; sorting and distributing the mail; filing; preparing mailings, maintaining up-to-date mailing lists; keeping track of upcoming events; and keeping departmental storage areas clean and organized.
- Establish standards and procedures.
- Maintain an adequate inventory of office supplies.
- Monitor the use of supplies and equipment.
- Coordinate the repair and maintenance of office equipment.
- Inventory and order all office materials.
- Make preparations for and maintain meetings records.
- Assist with some school events, which may include organizing events, preparing handouts, and other duties as assigned.
- Send communications to parents as requested.
- Maintain all directories including parent directory with current contact information.
- Update and maintain school website and assist with social media pages with highlights and upcoming events.

- Contact parents when students are absent.
- Assist in processing substitute teacher and locally funded employment paperwork, working closely with the business office. Track substitute teacher use and facilitate correct pay.
- Prepare daily, weekly, monthly communications (Announcements, Newsletters, etc.) and calendar events.
- Keep current the central files and affiliated databases and facilitate teacher use of resources.
- Serve in the role of assistant registrar by managing and maintaining the school registration process and Student Information System, staff library, including processing new materials.
- Working with the principal to manage transcripts, achievement testing, curriculum, and school evaluation s of accreditation.
- Information Systems:
 - Ensure the information system runs smoothly.
 - Sort and distribute mail daily.
 - Assure that oral communication (both in person and by phone) is relayed to appropriate staff person.
 - Assure requested announcements and information to be communicated to staff, committee members, etc., is followed through.
- Visitor Management:
 - Set up procedures and policies for visitors.
 - Organize to ensure that all procedures are conducted.
 - Working in conjunction with the Oregon Conference of SDA to maintain and update all volunteer applications, and notify teachers and administration of any changes.
- Teacher Support:
 - Secure substitute teachers as needed to help the school run smoothly.
 - Develop and maintain an adequate list of substitute teachers.
 - Assist in developing the ancillary staff (teacher aide, library, substitutes, etc.) schedules and monitor their function.

Physical Requirements

- Sitting: Up to 7 hours per day while entering data, talking on the telephone, etc.
- Standing/Walking: Up to 2 hours per day filing, photocopying, greeting visitors, etc.
- Crouching: Occasionally for filing, lifting materials, etc.

Other Requirements:

- Background check by the Oregon Conference of SDA
- First Aid / CPR
- Valid Driver's License

Compensation/Benefits

Salary for this position is in compliance with the North Pacific Union Education Code. Remuneration will be in line with education, training, and years of experience.

Hours: About 40 hours per week.

Rate of Pay: \$13 to \$16 per hour

Benefits: Include health plan (meeting ACA guidelines), 403(b) retirement plan (including employer contributions and match eligibility), vacation, sick leave and the option to voluntarily purchase supplemental life insurance, personal accident insurance, long term and AFLAC coverage through payroll deduction.

