



## Anser Charter School

AN EXPEDITIONARY LEARNING SCHOOL

### **Front Office Manager**

*The Anser Charter School Front Office Manager is responsible for ensuring that all front office work to meet the needs of students, parents and staff is completed in an efficient, organized and welcoming manner. The general hours are 7:40am-4:10pm. The Front Office Manager supports the work of the, Organization Director, Education Director, Fiscal Manager, Registrar and the faculty. The Front Office Manager reports to the Organization Director.*

#### General Duties:

- Greet Anser parents, students and visitors who check in at the front office.
- Answer and direct phone calls.
- Send school communications.
- Attend to minor first aid or illness of students.
- Assist teachers in finding substitutes and maintain the sub calendar.
- Oversee the collection of fees, donations or other funds at the front office, creating the deposit for the Fiscal Manager.
- Ensure accurate recording of attendance.
- Accept and distribute mail and deliveries
- Enter student data into Anser's student information system.
- Assist the Registrar with managing student records, email users, and other student accounts.
- Assist the Education Director in performing monthly fire drills.
- Oversee the check in and storage of supply orders.
- Assist staff with mailings, document preparation, registration, enrollment, report cards and lottery processes.
- Maintain and schedule repair of all copiers, printers and fax machines and contact Anser I.T. for technical support for computers, network and server issues.
- Maintain the front office and front hallway and storage areas.
- Implement all year beginning and year end activities.
- Other duties as assigned by the Education Director and Organization Director.

#### Qualifications:

- 3 years experience in administrative office position, school setting preferred.
- High School Diploma or higher education credits.
- Ability to multi-task in a fast paced environment.
- A pleasant, warm demeanor with students, staff, parents and community members.
- Proficiency with Microsoft Word, Excel, and ability to learn to use specific web based information systems.
- Ability to pass a State employee background check.

*This position shall be considered in all respects "employment at will." This at-will relationship cannot be altered unless set forth in writing and signed by the President of the ANSER Board. Pursuant to Idaho Code 33-512(15), all first time employees of ANSER must submit to a criminal background check. ANSER is an Equal Opportunity employer and does not discriminate on the basis of gender, race, religion, national origin, or sexual orientation in the education programs and activities it operates.*

