



Academy 360 Front Office Manager

Academy 360 is a Health and Wellness Public Charter Elementary School in Montbello that serves ECE-3 through 5th grade. At Academy 360, we are driven by the mission to develop students' **minds, bodies, and characters** so they may lead healthy and fulfilling lives in school, college, and beyond. Our vision is to set a new precedent for what a school offers its community.

Summary: This position is the face of the school on a daily basis. The primary domains of this role are: customer service to the school and Montbello Community Building, student information, management, health and safety of students, billing management, and family engagement. This position reports to the Executive Director.

A360 Front Desk Manager Domains & Duties

Receptionist

- o Warmly greet all visitors to the school and direct them to the appropriate place or person.
- o Manage school office, answer phones, and manage all mail.
- o Receive and distribute messages for students and staff.
- o Respond to parent questions and concerns, and direct them to appropriate Leadership Team members.
- o Maintain the professional appearance of the front office.
- o Track all visitors and tours.

Office Administration & Teacher Administrative Supports

- o Greet and sign in all late students.
- o Call the homes of late and absent students daily.
- o Ensure all teachers submit their attendance by 8:30am in Infinite Campus.
- o Organize and maintain supply, storage closets, and common work areas.
- o Manage inventory and ordering of office supplies.
- o Create and maintain online and paper calendars.
- o Distribute weekly school-wide newsletter and other regular family communications.
- o Administer first aid and medications to students according to school standards.
- o Serve as Nursing Aid, including: administering first aid, inhalers, and other medication.
- o Partner with the DPS Nurse to make sure all medical paperwork is in compliance and that the vision/hearing screening is scheduled and completed.
- o Open and distribute all deliveries to the appropriate person.
- o Support teachers in front office tasks, including printing and photocopying.

Montbello Community Building • 12000 East 47th Avenue • Denver, Colorado 80239 • (303) 574-1360
Community Placemaking with Families Forward Resource Center, Colorado Black Arts Movement (C-BAM), Montbello Organizing Committee, Steps to Success, Struggle of Love Foundation, Children's Farms in Action, Families Against Violent Acts (FAVA), WellPower, FaithBridge, and Denver Human Services

- o Manage systems for student uniforms and lost and found.
- o Regularly update staff phone lists and contact information.
- o Sort/deliver mail, opening when appropriate.
- o Coordinate service of copiers and printers as needed.
- o Assist DPS Kitchen Staff so that all students have functioning lunch cards.
- o Serve on school's Emergency Preparedness Response Team
- o Input student data dashboards, teacher room highlights and accolades
- o Manage SubFinder for all needed substitute teachers
- o Maintain appropriate records and documents – student attendance, records, and information or employee/personnel information, according to FERPA and district policy
- o Update and maintain the calendar of appointments for School Directors and other Leadership Team members.
- o Assist with event operations; reserving rooms, order catering, set up, etc.
- o Operate and troubleshoot standard office equipment.

Student Information Management System - Infinite Campus

- o Attend all appropriate Secretary charter meetings related to Infinite Campus.
- o Collect all student records, including immunization records, lunch applications, home language surveys, emergency contact forms, and media release form.
- o Complete annual reports, daily attendance, and enrollment, withdrawal, and discipline data through Infinite Campus.
- o Code students for IEP, ELL, etc.
- o Make schedule changes in Infinite Campus.
- o Help develop and manage student progress trackers.
- o Manage collection, dispersal, security, and organization of all student cumulative record files.
- o Assure confidentiality of files is maintained and lock files where appropriate.
- o Operate and utilize computers and related software and various district applications, including academic assessments iStation, NWEA Maps, and others.

Finance and Procurement

- o Manage supply orders and track budget.
- o Collect and track student fees, uniform purchases, and all other monies weekly.
- o Code invoices and purchases.
- o Prepare weekly bank deposits for budgets mentioned above.

Student Recruitment and Enrollment

- o Oversee student enrollment process, assist with student recruitment, and maintain all choice records.
- o Assist with the distribution of flyers, invitations, and other family communication as it relates to the student recruitment process.

School Leadership Team

- o Help plan logistics and preparations for school events.
- o Assist in preparing presentations.
- o Conduct internet searches and other research as needed; help manage student data.

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- o Assist School Directors in scheduling candidate phone and in-person interviews during the spring staff recruiting process.

Family Liaison

- o Assist with Coordination of Family Activities; Volunteers.
- o Active member of the SAC/PTA Committee.
- o Invite families and track RSVPs to family events.
- o Translate all family communication from English to Spanish.

A360 Front Desk Manager Expectations

- Possess a “students first”, “whatever it takes”, and “default is yes” work ethic and attitude.
- Believe deeply in the mission and values of Academy 360.
- Hold high expectations for all students.
- Highly organized and detail-oriented.
- Implement the school-wide teacher and student policies throughout the building.
- Exhibit positive rapport with students and staff.
- Create and foster a positive and calm learning environment.
- Participate in school-wide and individual professional development, including two weeks during the summer and weekly during the school year.
- Attend and participate in all staff meetings and communicate openly with all staff.
- Maintain a neat, clean office environment and a professional personal appearance.
- Enforce, uphold, and exhibit school’s values, policies, and culture.

A360 Front Desk Manager Qualifications

- Bilingual in oral and written English and Spanish languages (required).
- At least three years in customer service in a school or office setting; experience working in a fast-paced environment (required); knowledge of a school environment (preferred).
- Knowledge and skills in various data management systems (required).

Salary range is \$40,000-\$50,000 with a comprehensive benefits package with health, dental, and vision insurance.

To Apply: Please visit www.Academy-360.org to learn more about the school; send resume and cover letter to rebecca@academy-360.org.

Academy 360 is inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equally valued and supported. Academy360 seeks to recruit persons of diverse backgrounds and support the retention and advancement of diverse persons within the organization.

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