

*Office Manager*

**Department:** Schools  
**Supervisor:** Site Principal  
**Status:** Full-Time  
**Classification:** Non- Exempt (hourly)

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*Mission*

*Mañpiya Lúta embraces Lakħota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakħota language, art, and culture.*

**Position Summary:**

This position will play a key support role in the effective and efficient operation of the school.

**I. Essential Job Functions:**

1. Answering the phone and taking messages
2. Understand, respect, and adhere to the confidentiality policy
3. Preparing correspondence, reports, and mailings
4. Welcoming students, parents, and guests
5. Maintain attendance records
6. Ordering supplies and creating purchase orders
7. Maintaining student and school file records
8. Distributing mail
9. Help coordinate and prepare for parent nights
10. Preparing student and parental informational packets
11. Assisting the community with the student registration and enrollment process
12. Supporting the faculty, staff, and administration of the school.
13. Adhere to the Safe Environment code of conduct and policies
14. Other duties as assigned

**II. Job Qualifications:**

- Minimum of a high school diploma
- An Associate's Arts degree preferred
- Two years of clerical/office support experience preferred
- Strong communication and office organizational skills.
- Telephone and other general office skills
- Working knowledge of computer word processing, database, and spreadsheet skills
- Positive outlook and be able to multitask on a regular basis
- Dependable, punctual, honest, and productive.

**Physical Requirements:** Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—85% of work time, walking and standing for extended periods of time—10% of work time, bending at the waist and lifting less than 5 lbs.—3% of work time, bending at the waist and lifting 5-15 lbs.—5% of work time.

**Certification:** I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity and due respect for all, consistent with the Mission of the Red Cloud Indian School, Inc.

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Employee Signature

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Date