

Office Manager Job Profile

School Description

We are reinventing the approach to learning at Purdue Polytechnic High School. Our Core Principles of Personalized Learning, Project-based Learning, Academic Progress, Career Pathways, and People guide all that we do. Student academic work is driven by projects, and instruction is based solely on the individual and collective needs of students. There are no predetermined classes where students move in groups according to a master schedule. Rather, teachers work together to arrange time for student instruction based on who needs it, when they need it, and how they best receive it.

Mission

To create an environment of academic excellence characterized by industry-focused experiential learning; mentors who nurture, guide and trust; and students who develop a natural thirst to learn in preparation for their lifelong journeys.

Vision

To develop a new generation of skilled talent by seamlessly transitioning graduates from high school to college and high-tech, high-wage jobs.

Job Summary

The Office Manager is responsible for the organization and coordination of front office operations, procedures and resources to facilitate organizational effectiveness and efficiency of Purdue Polytechnic High School. The Office Manager will also exhibit high levels of communication and maintain a safe environment. Furthermore, the Office Manager will work closely with Network, PPHS Leadership, PPHS Staff, PPHS Parents, and PPHS Students to supervise and maintain orderly operations for the school.

Education

- Bachelor's Degree, minimum of two years' experience working in education

Qualifications

- Experience working with high school age students in a non-traditional setting highly preferred
- Demonstrated success in working in a team environment
- Superior verbal and written communication skills
- Adaptable to shifting priorities while attaining a positive learning environment
- Ability to relate to a diverse population
- Bilingual in English and Spanish, highly preferred
- Must be able to successfully pass a background check
- Possess strong organization and time management skills
- Possess strong customer service skills

Job Duties

- Manages school front office
- Manages student records and transcripts
- Orders office equipment and supplies and maintains inventory records
- Organizes and maintains accounting files
- Assists with onboarding of new hires
- Serves as school liaison to parents, students and visitors
- Other duties as assigned

Additional Information

- Purdue Polytechnic High School Indianapolis is an Equal Opportunity Employer.
- Purdue Polytechnic High School Indianapolis offers competitive compensation and benefits.