

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

The application deadline for this position is August 11, 2024.

TITLE: Office Manager-Elementary, PX

WORKDAYS: 210

POSITION SUMMARY:

The Office Manager assists the Principal and Vice Principals to ensure the effective operation of the PXES division for the benefit of students, faculty, and parents. The Office Manager coordinates day-to-day logistical details and communications to ensure smooth operation of the division/school, which includes anticipating and coordinating many details simultaneously.

SUPERVISED, EVALUATED BY & REPORTS TO:

Divisional Principal

QUALIFICATIONS:

- Minimum bachelor's degree
- 5 years' experience in an administrative assistant role
- Fluency in English and preferred advanced written and spoken Mandarin Chinese
- Excellent verbal and written communication skills
- Ability to work well with the students, staff, parents and school administration
- Well organized and able to anticipate needs
- Self-motivated and able to work independently
- Ability to collaborate and/or coordinate with other office managers and/or administrative assistants across divisions to support needs
- Ability to represent SAS to parents in a professional, effective manner
- Knowledge and ability to use a wide variety of software
- Attention to details
- Customer service oriented
- Proficient in MS Office software (Word, Excel, PowerPoint Forms)
- Ability to handle sensitive and confidential information in a professional manner
- Desire to engage in professional learning opportunities to support work efficiency and efficacy
- Help in managing projects and initiatives undertaken by the principal; this includes coordinating project activities, tracking progress, and ensuring deadlines are met
- Ability to work under pressure and respond to multiple demands simultaneously

PERFORMANCE RESPONSIBILITIES:

- Interact and communicate with students, faculty, and parents with efficiency and in a warm, compassionate and professional manner
- Respond to parent questions and/or needs or direct them to someone who can respond
- Manage and maintains the principal's calendar and PXES event calendars
- Manage schedule and appointments for Principal
- Support communications in written format as needed (e.g. ALA submission).
- Assist faculty and administration with professional needs and occasional personal communication needs
- Maintain high levels of confidentiality of information and exercise discretion
- Act as interpreter for Principal, Vice-Principals and Counselors
- Maintain confidential files
- Collaborate with other divisional Administrative Assistants (provide support, delegate as needed, and contribute to a positive, collegial office environment, and efficient and smooth workflow
- Manage the work and/or support substitute as appropriate when administrative assistants are absent
- Perform general office work and minor executive duties
 - Assist faculty and administration with completing paperwork including purchasing requests, leave forms, work orders, etc.

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- Prepare a variety of documents including letters, forms, reports, etc.
- Submit and keep track of food orders, purchasing orders, bus requests, etc.
- Translate/interpret letters/documents from Chinese to English/English to Chinese, as required.
- Facilities management
 - Ensure proper functioning of the divisional facilities and coordinate with maintenance/facilities staff
 - Manage meeting rooms and other divisional spaces
 - Keep track of facilities requests
- Event and meeting coordination
 - Schedule meetings as requested by administrators
 - Plan for school/staff social events with set up and supplies
 - Coordinate with outside vendors when needed
 - Assist in the coordination of events like Open House, Principal Coffees, Parent Conferences, faculty meetings, Ceremonies etc., including food orders, and set up of food, furniture, technology, etc.
- Data Maintenance
 - Keep record of staff and student attendance
 - Maintain office student files and database information
 - Track paperwork needing Principal's signature and ensure delivery of paperwork once signed
 - Provide school records to families when needed
- Facilitate divisional office supply order/purchasing
- Perform other duties as assigned

SAS BELIEVES:

- Each employee makes a significant contribution to our success
- Contributions should not be limited to the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

HOW WE SEE THE WORLD IS HOW WE EXPERIENCE THE WORLD

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Furthermore, studies show that women and people of color are less likely to apply for positions if they feel they don't meet every criterion listed. SAS is dedicated to diversity, equity, inclusion and belonging. If you have the right disposition for this role, meet many of the requirements, and feel you would be a good match for SAS in this position, please do not hesitate to apply.

CHILD SAFEGUARDING AT SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the school and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

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Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.