

## **OFFICE MANAGER – NURSERY SCHOOL JOB DESCRIPTION**

### **OVERVIEW**

Church of the Savior Nursery School is a Christian-based preschool run as a ministry of the Church of the Savior – Lutheran. Church of the Savior is non-profit Christian organization focused on educating children and families about God's love for all people. Located in Paramus, NJ, Church of the Savior Nursery School has been operating for over 50 years, teaching hundreds of children. The school provides preschool opportunities for children ages 2½ to 5, focused on building academic skills through play-based learning with an emphasis on "Making Love Grow."

### **POSITION SUMMARY**

The Office Manager will be responsible for managing the administrative functions of the school, collaborating with staff to deliver high-quality service to the students and families, maintaining documentation in compliance with state regulations, coordinating communications for the Nursery School community, and supporting teaching staff as needed. The position reports to the Christian and Family Education Director.

### **PRIMARY RESPONSIBILITIES**

- Oversee day-to-day functions of the school office.
- Interact daily with families; provide tours as needed.
- Manage registration process for nursery school and summer camp, including creating class rosters and distributing welcome communications.
- Process all tuition and other payments using ProCare software.
- Partner with the Christian and Family Education Director in organizing and maintaining required licensing, enrollment, medical and student/family file documentation.
- Update, distribute and maintain state-required documentation for ensuring compliance with state guidelines.
- Manage and track daily attendance, including special program logs.
- Maintain school calendar; create and distributes flyers and other communications for special events.
- Manage all communications between preschool and families.
- Coordinate annual Open House for pre-school registration.

### **EDUCATION/EXPERIENCE**

- Associate degree, professional certificate in business, communications or related field.
- Two or more years of experience in a position requiring office management or similar position.
- Experience in an educational environment preferred.
- Demonstrates skills/experience in creating/maintaining a friendly, helpful, safe and efficient work environment.

**OTHER REQUIREMENTS**

- Ability to work in partnership with young children and parents.
- Strong verbal and written communication skills.
- Interest in the Christian faith.
- Demonstrates good character, responsibility, and suitability to meet the needs of children and families.
- Self-starter with the ability to be proactive and work both independently and as a team player
- Strong computer skills and proficiency with Microsoft Office (including Publisher) and Google Docs applications.
- Experience with or ability to learn ProCare school/tuition management software
- Proficient with general office equipment (i.e., laminator, copier, etc.)
- Proficient with social media.
- Background check required (including fingerprinting)