

---

## Office Manager

### Organizational Overview

Rocketship Education ([www.rsed.org](http://www.rsed.org)) is a network of public K through 5 charter schools serving primarily low-income students in neighborhoods where access to excellent schools is limited. Using a blend of traditional instruction, adaptive technology and targeted tutoring, Rocketship strives to meet the unique needs of each and every student. But we believe that truly transformative schools do more than educate students; they empower teachers, engage parents and inspire communities. Together, we can eliminate the achievement gap in our lifetime.

Rocketship is based in San Jose, but we realize the achievement gap stretches across the nation. We're opening new schools every year to help reach the millions of students striving in underperforming schools every day.

### The Position

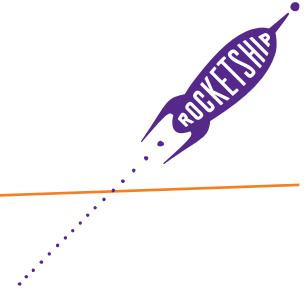
Rocketship is hiring for Office Managers (OMs) to be assigned to one of our new schools that will open in San Jose in August of 2014. The positions will start as soon as September 2013, giving each OM about a year to prepare for school opening prior to the first day of school. As the Office Manager will be responsible both for helping prepare for school opening and for helping run the school once open, this is a great opportunity for someone to create another strong Rocketship school community from the ground up.

The school Office Manager is a full time, exempt position that reports to the Bay Area Regional Manager for Recruitment initially, and then to the Rocketship School Principal as school opening nears and once the 2014-15 school year begins. The Office Manager is the first point of contact for parents and students when they come to school, as well as a resource to the school community. Office Managers should always exhibit professionalism, treat people with respect, and be firm but compassionate in the way that they address the day-to-day problems of the school.

### During the school startup period (~September 2013 until August 2014), Office Manager responsibilities will include:

#### Community Outreach and Student Recruitment (~September 2013 until school opening)

- Work with the Regional Community Development team to build relationships with the community and inspire and motivate families to join the school and the Rocketship community more broadly
- Ability to provide presentations that inform our community about Rocketship
- Ensure school opens with full enrollment – and a robust waitlist in every grade – by recruiting kindergarten through third grade students to form the student body in the school's first year
- Partner with other OMs to coordinate Parent volunteers in their student recruitment efforts
- Assist with fall and spring lotteries and answer questions related to applications and the lottery process
- Assist Principal during Welcome Meetings for families of accepted students



- Collect enrollment documents from accepted students
- Ability to walk or stand for long periods, bend and carry small objects
- Experienced event planner with a flexible schedule that allows some weekend work
- Manage and track constant communication with new families to ensure the school opens fully enrolled with robust waitlists

#### **Startup Operations (~Fall 2013 until school opening)**

- Identify and coordinate Parent Leaders to be involved in the startup process
- Assist with the procurement process, including placing orders and receiving/tracking supplies
- Complete OM onboarding process, including attending professional development (PD) sessions, shadowing OMs at existing schools, and completing small assignments in preparation for all the responsibilities of an OM at an active school.

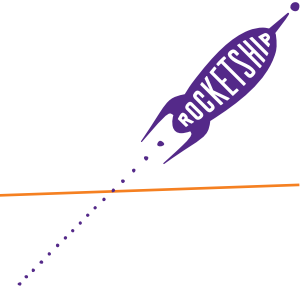
#### **Once the school is open (August 2014 onward), Office Manager Responsibilities will include:**

##### **Parents and Community**

- Build strong working relationships with parents and families
- Translate all necessary school documents, including, but not limited to the Rocketship Report, monthly calendar, and special notices
- Assist with the successful coordination of community meetings and events, either through delegating to parents or completing independently
- Use automated telephone system to send out school information as necessary
- Work closely with teachers to identify parents and families who are not as invested in the school community and actively work to change this

##### **Enrollment, Student Information, and Attendance**

- Run Mandatory Registration Day before the start of school to gather student information and complete other start-of-year tasks with families
- Create and maintain complete and current student cumulative files and be familiar with contents and structure of student information files
- Enter student information into PowerSchool student information system before the school year begins, and keep this information up-to-date throughout the school year as enrollment or information changes
- Maintain the Absentee Log; contact parents on a daily basis regarding absent students; record updates to attendance data in PowerSchool
- Coordinate the school's truancy process and communicate with parents as needed regarding truancy issues
- Administer Independent Study process for students with planned absences
- Collect doctor's notes and excused absence notes from parents for absentee documentation
- Work with current parents to solve problems and prevent student attrition



### **Health, Safety and Discipline**

- Maintain emergency medical and contact information for all students
- Maintain complete and current immunization records for all students
- Administer basic first aid, distribute medication, maintain injury reports, and contact parents as necessary
- Be knowledgeable of all content in school safety binder, including emergency procedures
- Report all injuries and other school incidents to the Bay Area Regional Office
- Supervise students sent to the office for discipline and health reasons

### **Meals**

- Manage collection of free/reduced-lunch application forms from all families prior to the start of the school year
- Collect lunch payments from parents

### **Finance**

- Forward order receipt or delivery receipt to BOM
- Collect lunch or uniform sales money from parents and provide receipts for payments made to the school

### **Facilities**

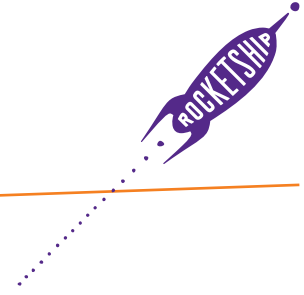
- Assist in managing and reporting day-to-day facilities problems
- Execute responsibilities related to emergency situations as assigned by the Principal

### **ISE/Special Education**

- Act as intermediary as necessary to communicate written or oral information given by parents to the ISE National Office
- Ensure that all documents delivered or messages received are immediately given to ISE, as most issues are time sensitive
- Maintain confidentiality regarding all information, oral and written, regarding ISE students who receive special education services
- Partner with ISE Specialists on a school site to arrange IEP or ISE meetings and as necessary, assist in the translation of these meetings

### **Administrative**

- Perform general clerical duties including answering phones, taking and distributing messages, sorting mail and preparing general correspondence
- Facilitate arrangements for school activities and arrange logistics for meetings, teacher development, parent development and other development activities
- Provide support to the Principal and teachers as necessary
- Act as an interpreter, when necessary, in whole-school functions and smaller meetings



### **Qualifications**

- Spanish/English bilingual fluency required, with excellent written and oral communication skills in both languages
- Knowledge and cultural competence of the local student and parent community
- Highly developed interpersonal skills using tact, patience, and courtesy
- Organizational skills and ability to manage multiple critical deadlines with resourceful confidence and detail orientation
- Comfort in a start-up environment with flexible roles and ability to work independently with minimal direction
- Ability to use a variety of software programs and quickly learn new ones
- Managerial skills preferred

### **Compensation**

Commensurate with qualifications and experience, plus excellent health and welfare benefits, 403(b) retirement plan, flexible spending account (FSA), and paid time off.

### **How to Apply**

To apply, please visit <http://www.rsed.org/>

*Rocketship Education provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Rocketship Education complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Rocketship Education expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Rocketship Education's employees to perform their expected job duties is absolutely not tolerated.*