

## 1.0 FTE High School Office Manager

Lincoln International High School is looking for a front office manager.

### Office Manager Job Responsibilities

*The Office Manager serves as the central point of coordination for all administrative operations of Lincoln International High School. This position ensures efficient day-to-day functioning of the school office, provides direct support to school leadership and staff, and helps maintain compliance with Minnesota charter school regulations. The Office Manager plays a key role in communication, and maintaining a welcoming environment for students, families, visitors, and staff.*

### Administrative and Office Management

- Oversee daily operations of the school office to ensure efficiency and professionalism.
- Manage front desk functions including phone calls, emails, visitors, and inquiries.
- Greet and assist students, families, and visitors in a courteous and helpful manner.
- Maintain organized records of student files
- Maintain accurate student enrollment records
- Update inventory of office and instructional supplies.
- Ensure office equipment and technology are functioning properly and coordinate maintenance as needed.
- Verify and process monthly invoices following school financial procedures.
- Ensure timely collection of employee timesheets
- Update inventory of food service supplies and restroom supplies.
- Run and verify food service daily activity reports
- File all daily food delivery paperwork including temperature logs.
- Submit monthly *Clics2* reports.
- Print and file monthly & daily participation reports
- Submit Breakfast & Lunch expenses in *Clics2*
- Upload monthly direct certification to skyward
- Coordinates hospitality needs for school events and meetings.

### Student and Family Services

- Complete registration forms and questionnaires for new students.
- Process Benefits application and upload to skyward
- Identify working students, update work schedule, and track students leaving for work
- Check attendance and communicate with parents as necessary
- Update All student immunization records.
- Complete and submit October Student immunization status report.
- Assign student lockers and keep a full record of assigned student lockers
- Coordinate student transportation updates and address changes
- Coordinate logistics for school events, meetings, and field trips.
- Perform other duties as assigned to support the smooth operation of the school.

Please apply with a resume and cover letter ATTACHED TO AN EMAIL to [manyit@lincolnihs.org](mailto:manyit@lincolnihs.org) and [kadie@lincolnihs.org](mailto:kadie@lincolnihs.org)