



Rise School

SAN ANTONIO

The Rise School of San Antonio Office Manager Job Description

About The Rise School: The Rise School's mission is to provide the highest quality early childhood education for all children—gifted, traditional, and developmental delayed—in an inclusive setting, where individualized learning techniques enable every child to achieve his or her maximum potential. Therapies—speech, physical, occupational and music—are integrated into the daily learning environment. Rise San Antonio will open August 2024 with 2 classrooms, one for one-year-olds, one for two-year olds. Ultimately, we will grow to 10 classrooms for children ages 1-6. One-half of students will be neurodevelopmentally delayed and one-half will be typically developing.

Job Summary: The Office Manager at Rise will serve as the first point of contact for enrolled and prospective families and thus will serve as a primary point of contact for the organization. As such, the individual holding this position must demonstrate exemplary customer service skills, the ability to remain steadfast and calm while managing multiple job tasks and be highly organized, proficient in various application systems (including but not limited to Microsoft Office, One Drive, Google Drive, QuickBooks, and Brightwheel) and demonstrate strong written communication skills, both written and verbal.

Responsibilities and Duties:

- Serve as the primary point of contact for the school, demonstrating excellent customer service, communication skills, a team mentality, and an enthusiasm for working with children.
- Coordinate bill and vendor payments and ensuring that accounts are kept up-to-date and paid within time parameters set forth by outside entities.
- Ensure that inventory records for office and classroom supplies are up to date; order supplies as needed.
- Ensure all student and staff records are current and adhere to the Texas Health and Human Services Minimum Standards for Child-Care Centers.
- Maintain bookkeeping records of incoming monies (tuition payments, deposits, etc.) and expenditures (supplies, promotional materials, contractor fees, etc.).
- Establish and maintain good vendor relations.
- Assist the Development Coordinator and School Director in coordinating fundraising events and school programs.
- Coordinate school communication with families via the Brightwheel application and/or email.
- Utilize a variety of computer-based technologies including, but not limited to, Brightwheel, Microsoft Office, Quick Books, etc.
- May be asked to help update school website and social media platforms to reflect current and upcoming school events.
- Serve in the classroom when necessary to allow for teacher lunch and rest breaks and to maintain appropriate caregiver to children ratios. Assist School Director in ensuring that proper ratios are always maintained in classrooms.



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Qualifications and Skills

Qualifications: Bachelor's degree and at least two years' experience in a similar position.

Preferred: Associates or bachelor's degree in business or related field.

Skills Required:

- Excellent interpersonal skills and an enthusiasm for working around and with children.
- Strong sense of initiative in managing the daily workings of the school.
- Exceptional organizational skills.
- Previous experience in bookkeeping and managing financial records.
- High level of comfort with technology-based applications.
- Strong sense of teamwork and collaboration.
- Detailed understanding of Texas Minimum Standards as related to a Child Care Center.

Salary and Benefits

Salary: This position is salary-based with a 30+ hour work week. Salary is competitive based on experience and education. Room for growth as school expands.

Benefits: The Rise School of San Antonio will provide a benefits package for employees working greater than 30 hrs a week which includes insurance plans (health, dental, vision) and PTO (school holidays, and sick/personal leave).

To Apply: Send resume and brief cover letter with your "why" to Leslie@RiseSchoolSA.org