



ACE Preparatory Academy Office Manager Job Description

Our School

ACE Preparatory Academy Charter School was unanimously approved by the Indiana Charter School Board in Spring 2015 and opened on the Northeast side of Indianapolis on August 1, 2016. We now serve scholars in Kindergarten through Second Grade. ACE Prep begins with the simple, unyielding belief that every student deserves a top-notch education and simultaneously seeks to create one of the best places to work in Indy!

Our Mission

Through rigorous academics, positive character development, and excellence in everything we do, ACE Preparatory Academy Charter School educates all Kindergarten through Grade 5 students for school success and lives of opportunity.

At ACE Prep, we count on every adult to exhibit our **BE GREAT** core values:

- Act with **Bravery** – We speak up when we don't know something or think we're heading in the wrong direction. Even when the right thing is difficult, we do it.
- Operate with **Endurance** – We never give up on students and believe all students can succeed.
- Own your **Growth** – We thrive on reflective feedback with daily observations and individualized coaching.
- It's our **Responsibility** – We believe every adult is responsible for every student's success.
- Bring your **Enthusiasm** – We make school cool and create a joyful learning community.
- Make **Achievement** Real – We hold an unyielding commitment to closing the achievement gap in public education.
- Join the **Team** – We participate in collaborative curriculum development, grade-level activities, and school-wide functions.

Position Summary

The Office Manager is responsible for a variety of day-to-day administrative tasks, including handling sensitive documents such as student records. This role is critical in serving on the frontline for students, families, and building visitors to ensure a positive culture upon entering the facility. The Office Manager will report to the Manager of Operations to create organizational efficiency and effectiveness.

Position Responsibilities

School Operations

- Provide exceptional customer service to all families, visitors, and stakeholders.
- Coordinate and implement front office systems including visitor management, late arrivals, early pick-ups, etc.
- Ensure front office is highly organized, welcoming, and structured.
- Manage phone calls and correspondences (ClassTag, email, letters, packages, etc.).
- Coordinate logistical details for internal and external meetings and events.
- Assist in monitoring supply inventory.

- Operate a variety of contemporary office equipment.
- Assist Director of Operations with planning and implementing office systems.
- Manage files, records, reports, or other documents.
- Act as liaison for internal partnering organizations.
- Perform related duties as assigned by Director of Operations and Head of School.

School Administration

- Manage daily attendance system, including tardies, excused and unexcused absences, and early pick-ups.
- Enter student enrollment and/or attendance into student information system.
- Contact families to report and verify excused and unexcused absences.
- Provide exceptional support/customer service to teachers and leadership.
- Ensure the timely production of student report cards.
- Support family communications and develop relationships with scholars and families.
- Collaborate with Administration team on systems related to enrollment, attendance, and student retention.
- Support families with enrollment, registration, and student record processes.

Scholar Recruitment/Enrollment Efforts

- Work alongside Administration on scholar recruitment and retention
- Assist with Enroll Indy registration, school tours, and application process for all new families
- Collaborate with Administration and staff members in planning open houses, enrollment information meetings, and other school-based recruitment events.
- Research and partner with feeder schools to ensure smooth transition for fifth grade scholars.

Office Manager Qualifications

- Strong commitment to, belief in, and alignment with the mission and vision of [ACE Prep](#).
- Possession of, at minimum, a Bachelor's degree, with all accompanying verification provided as part of personnel file.
- Minimum three years of experience in office manager role.
- Excellent technical writing and organizational skills required.
- Knowledgeable in supply management, office management, inventory control and managing processes.
- Experience in clear, respectful communication with both adults and children.
- Develop and maintain productive working relationships with school staff and families.
- Maintain punctual and consistent attendance.
- Work collaboratively with others; work with discretion and confidentiality.
- School based experience preferred.

The Compensation

Within an energetic, focused, and detail-oriented start-up environment, we equip staff with the tools needed to succeed, including a dedicated professional workspace and resources, laptop computer, high-speed internet access, and necessary office supplies. Our salary is competitive, commensurate with experience, and includes benefits.

Commitment to Diversity

ACE Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, [ACE Prep](#) hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

Please submit cover letters and resumes to the attention of: Kerriesha Adams, Director of Operations: historymaker@aceprepacademy.org

For more information visit our website: www.aceprepacademy.org