

Site Administrative Manager

Position Description

The Site Administrative Manager will be responsible for overseeing the office administration of TCGIS. This position will report to the Director and will be responsible for the direction, coordination, and overall management of office policies, procedures, staff, and volunteers. In addition, this position will provide leadership in facility issues, parent community relations/communication, and budget administration.

Essential Job Functions:

- Lead and co-ordinate the team of office staff.
- Provide school budget and financial oversight support to the Director.
- Manage supplies and service contracts.
- Provide support to school committees in site/facility administration matters.
- Provide support to the Director in school-year planning and scheduling, including organizing school-wide events.
- Coordinate substitute teaching.
- Oversee MCA test administration.
- Support the Director in student recruitment and retention activities.
- Develop relationships with TCGIS community to help organize/mobilize/facilitate community involvement in the school.

Required qualifications:

- Experience in school administration/management
- Good working knowledge of school finance
- Experience in budget development and management
- Excellent organization and time management skills
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Experience with collaborative decision making
- Supervisory experience
- Leadership qualities

Preferred qualifications:

- Experience in charter school administration/management
- Good working knowledge of charter school law
- Knowledge of German

Please send cover letter, resume and two references to afjelstad@germanschool-mn.org.