



CHESTERTON ACADEMY

OF THE SAINT CROIX VALLEY

Founded as a result of a grass-roots movement of parents, Chesterton Academy offers a rigorous, integrated high school curriculum centered on the Incarnation of Jesus Christ. Focusing on the classics, the school develops complete thinkers who learn to draw on faith and reason for the purpose of building a culture of life. The mission of Chesterton Academy is to help parents raise up a new generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith. All employees of the school work in concert to support that mission.

Qualifications:

Two years office experience in a school, or similar environment is preferred.

Our ideal candidate is someone who is faithful, flexible, detail-oriented, cooperative, and joyful. You will be the nerve center of our community and your personal witness is important to the culture our school is striving to cultivate.

Office Manager Overview:

Full-time position weekdays 7:30am-3:30pm.

The Office Manager at Chesterton Academy of the St. Croix Valley works in collaboration with the Head of School to streamline daily operations of the school. As the first point of contact in the school, the Office Manager must be a welcoming and organized individual. You will manage day-to-day front office operations, oversee planning and logistics for various school activities, and maintain the calendar and communications for our community.

Application Instructions:

Email your resume and cover letter to Nataleigh Waters-Lang at nwaters-lang@chestertonscv.org

Details:

Additional hours outside of normal business hours for school events occasionally requested.

Daily Mass or a Rosary is offered at 11:40 AM for the entire school.

Rate of Pay: \$18-\$20 hourly. Depending on experience.

School Office Manager
Chesterton Academy of the St. Croix Valley
Stillwater, MN
Full-time position
7:30am-3:30pm



Description

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The mission of Chesterton Academy is to help parents raise up a new generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith. All employees of the school work in concert to support that mission.

Qualifications

- Experience: Two years office experience, preferably in a school, or similar experience
- Personal Attributes: Flexible, detail-oriented, cooperative, and joyful

Responsibilities

The following duties are a general description of responsibilities. Other tasks may be assigned on a day-to-day basis when necessary.

Manage day-to-day front office operations including:

- First Priority-Receiving People and Calls that come into the School
- Check Mail daily
- Lock front door 15-20 minutes after school begins
- Track and oversee Student attendance in Jupiter Ed
- Create and send weekly "News From The Valley" with Constant Contact
- Safety including emergency drills and procedures and documentation
- Manage school and student files (current year and archives)
- Oversee volunteer management; ensure all volunteer roles are staffed
- Oversee inventory supply room and classroom set-up
 - Receive and maintain record of supplies donated by families
 - Create, maintain and track Sign Up Genius account

Oversee planning and logistics for various school activities including:

- Open Houses (August/October/January/March)
 - Invitations sent weekly at least a month in advance
- Parent-Teacher Conferences (November/February)
- Advent Retreat

- Faculty and Parent Holiday Party
- Lenten Service Project
- School field trips
- Prospective Student Game Night
- Testing (placement exams, CLT, PSAT, Stanford, MAPS)
- Other events such as vocation talks, chaplain visits, etc.
- Interactions with District nurse
- Help Seniors prepare for college and send transcripts as needed

Fundraising Support/Finance Tracking

- Maintain and track incoming and outgoing funds
- Maintain a system of accountability in financial matters
- Deposit money to the bank as needed
- Write and track Thank You notes
- Follow up and ensure reimbursements are provided
- Provide administrative support for all aspects of annual fundraising and marketing plans, with an emphasis on the annual Gala.

Calendar and Scheduling

- Responsible for development and oversight of all school schedules
- Assign substitute responsibilities in event of faculty absences
- Track PTO, sick time, etc. for faculty
- Create an official school calendar (instruction days, events, etc.)
- Oversee school events and volunteer assignments

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 nwaters-lang@chesterton

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