

**Position Title:** Office Manager  
**Department:** Support Staff  
**Reports to:** Executive Director  
**Position Status:** Open until Filled  
**Start Date:** August 1<sup>st</sup>, 2023

Progeny Academy is seeking dynamic, passionate, dedicated staff who will provide best- practice instruction to diverse learners. It is the mission of Progeny Academy to support learners in achieving excellence through leadership with next generation innovative educational strategies in science and technology. Progeny Academy is dedicated to provide a safe, supportive learning community founded in high expectations, rigorous academics, and personal accountability that will enable our students to become productive, responsible, global citizens and well prepared scholars for secondary education and beyond. The position is full time for the 2022-23 school year.

**Position Purpose:**

To provide an enriching academic learning environment that is conducive to learning and appropriate to the maturity, interest, and learning style of PACS students; work with director, educational team and other staff to ensure PACS' mission, values, vision and curriculum objectives are supported, modeled and taught to the students.

**Essential Duties and Responsibilities:**

- Excellent communication and interpersonal skills
- Articulate the mission and vision of Progeny Academy to students, parents, and the greater community
- Create a welcoming, calm, supportive, helpful atmosphere for parents, visitors, vendors, students and staff
- Maintain building security
- Maintain student record files
- Immunization records
- Assist with bus system
- Implement emergency procedures as necessary
- Coordinate and facilitate communication to the school community
- Work with school custodians to maintain cleaning supplies
- Provide basic first aid
- Maintain copies of enrollment packets
- Generate daily student attendance report
- Attendance phone calls
- Manage students who come to the office
- Housekeeping of main office and lobby
- Maintain copies of office documents – maps, fax forms etc.
- Communicate with custodians regarding cleaning issues
- Comply with school wide behavior systems
- Assist with Food and Nutrition program
- Provide secretarial support to the director and assistant director as needed
- Other duties as assigned by Executive Director

**Qualifications:**

- Excellent communication and interpersonal skills
- Flexible yet detail-oriented with a desire to work in an entrepreneurial setting
- Highly organized
- Demonstrated ability to exercise excellent judgment in decision making
- High school diploma or GED
- Computer skills: Microsoft Office products, email, Internet
- 1-2 years previous office experience, preferably in an urban school setting

- Unyielding commitment to and passion for the potential, learning and development of ALL learners, oneself, and the organization

**Preferred Experience:**

- Fluent in at least one other language (specifically Somali or Spanish)
- Experience developing systems and processes to increase the effectiveness and efficiency of a growing organization/work setting

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**Interested candidates should submit the following:**

- A cover letter,
- resume,
- 3 letters of recommendation,
- college transcripts (if applicable)

Progeny Academy is an Equal Opportunity Employer. Progeny Academy ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or veteran status. Progeny Academy has a policy of active recruitment of qualified minority teachers and non-certified employees.

Progeny Academy offers competitive salaries and benefits for its faculty. For more information about the school, visit us at [www.progenyacademy.org](http://www.progenyacademy.org).

**Please send application to:**

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