



AGRICULTURE, FORESTRY
& THE ENVIRONMENT

Office Manager

The Maine Academy of Natural Sciences has an opening for an Office Manager to ensure smooth, efficient, and confidential operations of the school office to maximum positive impact on the education of students at the Maine Academy of Natural Sciences. To manage confidential databases and files and to assist with reporting and compliance requirements to be met in a way that has a positive impact on the education of our students and the work of the staff at the Maine Academy of Natural Sciences.

Duties and Responsibilities Include:

- Responsible for the organized daily operation of the school office.
- Assist with inquiries and direct them to the proper person, including processing incoming and outgoing correspondence as directed.
- Notify the parent/guardian of student's absence; keeps accurate attendance records/procedures.
- Responsible for supplies and logistics for special events, field trips, and graduation.
- Responsible for organization, purchasing, including the maintenance of a vendor, deposit, expenses, time sheets, and staff leave form files.
- Responsible for required documentation and forms for various needs such as volunteer agreements, pet permission, driver/parking permits, incident forms, accident report forms, and others.
- Responsible for the distribution of reports and notices such as report cards, Special Education paperwork, progress notes, special events notices and minutes, etc.
- Responsible for the acquisition, organization, and maintenance of student records.
- Responsible for creating and updating student databases.
- Responsible for the organization and filing of health, Special Education, 504, and other data files and student records.
- Assist with assessment and student medical needs.
- Assist with the preparation and submission of data and financial reports as required by government agencies or internal procedures as directed by the Head of School.
- Assist with MDOE and MCSC data systems for student, staff, and testing as directed by the Head of School.
- Other duties as the Head of School or designee may reasonably assign.

Qualifications:

- AS degree and/or prior office experience including proficiency in MS Office and Google applications preferred.
- Experience with Maine Dept. of Education reporting software such as NEO, Synergy and Adori preferable.

- Must be detail oriented. Familiarity with working with non- traditional students in alternative educational settings is preferred.
- Proven ability to multitask with a smile.
- Satisfactory reference, background and health checks.
- Must have a valid Maine driver's license.

DEADLINE: Open until a suitable candidate is found.

Maine Academy of Natural Sciences (MeANS) focuses on agriculture, the environment, forestry, other career skills training, and independent living skills. Students come to MeANS from local schools and from across the state, with room and board options available. Students who have left school or are looking for a hands-on learning environment, and are highly motivated by the program's focus are welcome.

Interested applicants please submit an application packet, which can be downloaded from our employment page at <http://www.gwh.org/employment-opportunities> or mail to Stacy Saucier, Human Resources Director, PO Box 159, Hinckley, ME 04944. Please reference "Office Manager - MeANS" on your correspondence. Incomplete applications will not be considered.

We are an equal opportunity employer