

## Job Position: Front Office Manager

Telluride Mountain School seeks a full time Front Office Manager.

The Front Office Manager oversees a wide range of communication and daily operations responsibilities. They build relationships with all members of the Telluride Mountain School community and ensure that information and support flow appropriately. Working at the front of the school, they are often the first point of contact for families and students, and play an essential role in the larger success of the school. While the position is primarily administrative, depending on skills and experience, they may also have the opportunity to help lead activities and classes including outdoor and experiential education, and Ski PE programming. It is a full time, year round position with full benefits, salary range of 45-50k a year and ample paid time off, including school holidays.

To Apply- please send a resume and cover letter to Andy Shoff, Head of School at [ashoff@telluridemtnschool.org](mailto:ashoff@telluridemtnschool.org) for the complete job description, visit [www.telluridemtnschool.org/](http://www.telluridemtnschool.org/)

The ideal candidate will have:

- A love of working with kids and in a school environment
- Enthusiasm for experiential and outdoor education
- A self directed and collaborative attitude
- Creativity and an attention to detail
- Familiarity with database management and strong tech skills
- A lifelong learner and innovative mindset
- The ability to maintain confidentiality

Responsibilities include but are not limited to the following:

### **Customer Service and Communication Responsibilities**

- Creates a positive first impression when greeting people/guests arriving at the school
- Proactively answers routine parent requests and questions, responding to families in a timely way.
- Answer the phones promptly, with a professional impression, take and deliver messages and direct to appropriate school areas.
- Maintains the front office and the school's lobby
- Maintains accurate attendance records.
- Assists other administrators in understanding the family experience
- Supports school's marketing and communications efforts.

General communication and parent emails

### **Database/Information/Records Responsibilities**

Maintains student records.

Receive, organize, file all student health records

Collects and records all student/family forms at the beginning of each year and upon admission of new students, following up with families as appropriate

Prepares medical/emergency packets for trips

Oversees the management of databases

### **Operations Responsibilities**

Assists the Head of School and Administrative Team on administrative tasks, when requested and as time allows, including but not limited to:

Assisting with preparation of admissions packets and admissions materials

Assisting development mailings

Assisting with travel arrangements for staff and for prospective teachers

Printing medical forms for off campus trips

Assists and executes school events including but not limited to Parent/Teacher Conferences, back to school events, morning meetings, graduation etc.

Manages the school's Master Calendar

Sorts mail daily

Assists members of the school community in use of technology and office equipment

Point of contact for emergency or critical events

### **Facilities Responsibilities**

Orders office and general supplies

Maintains phone system

Oversees facility cleaning and maintenance

Facilitates alarm system maintenance

Overseeing the maintenance log and use of school vehicles

Oversees snow removal and snow melt systems

Coordinates the work of the maintenance personnel

Schedules routine maintenance and repairs in the facility

Recommends intermittent or irregular repairs or upgrades to facility

Schedules inspections and maintaining reports and calendar of inspections

Maintains and communicates facility repair requests from faculty  
Oversees and maintains records of emergency drills

### **Software management responsibilities**

Coordinates school information system database management  
Build/Oversee Report Card and Transcript usage  
Help families with the user side- what they're seeing, how to use, reset logins etc.

Google Suite:

Oversee access on suite  
Maintain mailing groups/lists  
Create emails/groups as needed for staff, students, board

### **Additional Responsibilities**

Supports the school and its leadership.  
Performs other duties as assigned by the Head of School.  
May represent the school at various gatherings and conferences.  
Collaborates with all staff where appropriate

***This position reports directly to the Head of School.***

Telluride Mountain School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws

Health Insurance

403B retirement match

Tuition remission for dependents

Ample Paid Time Off