



Example of School Manager Job Description

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Our company is looking for a school manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for school manager

- Negotiating and completing the purchase of office supplies, office equipment, , for the school support staff in accordance with purchasing policies and budgetary restrictions
- Assess students to determine Present Levels of Performance for development of annual IEP
- Gather teacher and parent input for development of annual IEP
- Write IEPs for Special Education caseload
- Assist with IEP progress monitoring activities
- Assist with general clerical duties related to Special Education compliance
- Please note, this is a non-instructional position
- Complete, analyze and implement the first wellness assessment at the Kennedy School
- Research the environmental burden associated with air travel by the Kennedy School community, and help to identify opportunities to promote alternative options such as video conferencing and web conferencing
- Introduce greater exposure to nature in HKS interior spaces

Qualifications for school manager

- Serve as first contact with visitors, parents, etc...(phone, email, in person)
- Answer incoming phone calls and greet visitors
- Manage parent requests for homework when child is absent, early parent pick up
- Manage late arrivals and contact administration when necessary

- Contact office equipment vendors when necessary