



Example of School Manager Job Description

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Our company is hiring for a school manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for school manager

- Leads educational presentation for school staff and parents if requested
- Develops and coordinates individual behavior plans with school staff
- Initiates contact with school staff and/or supervisor to recommend treatment alternatives when goals are not being met
- Maintains working relationship with the school staff and referral sources
- Proactively communicates with other providers involved with patient care for the cases assigned
- Proactively communicates with school employees effectively
- Progress notes summarized patient's progress toward master treatment plan goals
- Creates plan of care for each assigned case
- Submits billing electronically in a timely fashion
- Manages the overall services provided by The Ridge for designated schools

Qualifications for school manager

- Serve as attendance (records) clerk
- Maintain KIPP DFW Calendar (electronic and paper)
- Maintain absence log
- Process and order all purchase orders and submit pertinent paperwork to SST
- Maintain documentation of all receipts and order forms
- Serve as food service representative (point person)