

## Job Description

### **Early Childhood Campus Manager - 10 Confucius Plaza**

Transfiguration School, serving students PreK3-8th Grade, seeks a Campus Manager to assist with various duties as assigned specific to the school campus where he/she will manage. Helping to open the school each day, collect attendance, address administrative needs during the day, participate in meetings as needed, assist with financial matters, help prepare and write any documentation needed, organize the filing system, keep operational systems in working order, order supplies as needed, support families in need, create signage, central reception of the building and delegate responsibilities when appropriate. Oversee general campus needs and create and propose solutions for campus specific issues. Act as an advocate of the school, be knowledgeable about ALL campus activities and build a strong report with fellow campus managers. Accept duties as assigned.

#### **Qualifications:**

- HS/GED required. Bachelors Degree preferred
- New York State Fingerprint Clearance
- Three years of related work experience
- Independent school experience preferred
- Multi-lingual preferred
- Flexibility, a desire to collaborate, and an eagerness to help required.

#### **Campus Managers - Job Responsibilities:**

- Monitoring Smart Tuition Report and Verification Letters working with the Business Manager
- Prepare monthly calendars working together with all campus managers
- Prepare and organize materials for student records
- Assist with translation as needed
- Track and organize Scholarship Programs and offerings
- Manage and organize enrichment elective program (all aspects) AND After school program information.
- Keep track of: Student Files/Student Roster/Student Enrollment
- Keep current and organized application set available in the office at all times.
- Assist with all aspects of the registration process for a student.
- Touring, Open House and ANY onsite events: Assist as directed
- Reserve meeting spaces as requested
- Be very familiar with Family handbook to reference to families as needed.
- Activate fire alarms during fire drills/assist with emergencies



- Order supplies as needed for the faculty and staff using Amazon business account.
- Answer phones and check multiple email accounts as assigned
- Any other responsibilities assigned by the Director, Leadership Team or Business Manager
- Be familiar with campus budget
- Report Facilities issues with the company portal and/or to Facilities Manager if emergency.
- Make copies of keys and materials as requested

Reporting to the Early Childhood Director (Primary), Chief Operating Officer and Principal  
Indirectly: Business Manager

Contact [skearns@transfigurationschoolnyc.org](mailto:skearns@transfigurationschoolnyc.org) with your resume, cover letter explaining your interest, and a letter of recommendation from a business contact. Please submit PDF files only and use email subject line: "Campus Manager Role" when you submit.