

Position Description

Title: Fuchs Mizrahi School Administrator

Department: The Office of Head of School and Business Operations

Supervisor Name and Title: Rabbi Avery Joel, Head of School and Marina Leydiker, Chief Operating Officer

Founded in 1983, Fuchs Mizrahi School is a leading internationally renowned, Modern Orthodox Jewish day school, located on its LEED-certified Stone Campus in Beachwood, Ohio. Educating and inspiring students from 18-months through twelfth grade, we are motivated by a real passion for deep, meaningful learning and leadership. The belief that excellent teacher-student relationships are the foundation of a great education.

Fuchs Mizrahi School is a community committed to Torah and Mitzvot. Our students and their families are inspired to learn and grow in their love of G-d and His Torah, while seeing the modern State of Israel and aliyah as central to our personal and national destiny. We are very proud to say in our own words that Mizrahi is, "a community driven by a passion for Torah Values, Religious Zionist Ideals, and the pursuit of Excellence in General and Judaic Learning and Leadership."

POSITION OBJECTIVE

The key role of this position is to support the mission and vision of Fuchs Mizrahi School by providing high level of confidential, consistent and professional assistance to the Head of School. Assists with day-to-day operations of the school to ensure the mission of the organization by being safe, sustainable and efficient. Serves in a variety of human resources administrative functions.

The administrator will interface with senior leadership team members to support short- and long-term goals and institutional projects and must maintain positive attitude despite the pressure of a fast-paced environment. The individual in this position must be an organized planner who anticipates needs, resolves challenges and coordinates communication with families, students and staff with relationship to the Head's Office. Interfaces with school's leaders and other individuals both internally and externally on matters relating to the day-to-day operation of the department or business unit; these matters can, at times, be of a confidential nature.

ESSENTIAL FUNCTIONS

1. Prepares schedules for Board of Trustee, Committee and Subcommittee Meetings
2. Makes meeting arrangements for board meetings and coordinates hospitality and meals for various board and school events
3. Maintains board files, committee minutes for board, committees and subcommittees
4. Schedules calendar for head of school and makes all meeting
5. Coordinates arrangements for the head of school conferences, i.e. registration, travel, hotel
6. Assists with managing budgets and expenses for the head of school and other divisions as required
7. Orders office supplies and maintains supply inventories and records
8. Maintains and manages school master calendar and coordinates activities for use of building
9. Communicates and executes master schedule, ensures requirements and security needs for each event/reservation
10. Provides support for safety and security matters of facilities

Administrator

11. Handles sensitive and confidential employee information, devises systems to collect and analyze data on Human Resources of the school
12. Researches best practices and assists with job postings, interview scheduling and candidate references
13. Collaborates with school leaders and other constituents to implement effective onboarding approaches
14. Assists in creating and updating onboarding procedures
15. Provides employees with a seamless transition into the school through an exceptional onboarding experience
16. Manages employee background checks and guides employees about what type of background check is needed
17. Assists in researching and implementing best systems and practices for managing employee time-off
18. Responsible for employee time management, devises and prepares reports to track time-off (vacation, sick, personal)
19. Assists with communicating emergency notifications, school closings and systematic coordination of voicemail greetings per changes in schedule and personnel
20. Devises and updates information systems to track data about teaching licenses and other credentials
21. Assists with compliance of ODE requirements in renewing teacher licenses, certifications, etc.
22. Supports business, admissions, communications and development offices as needed

NONESSENTIAL FUNCTIONS

1. Perform other duties as assigned in support of the HOS and School mission and culture
2. Assist with special projects as needed

CONTACTS

Regular contact with head of school, senior leadership team, lay leaders, families (parents and grandparents), all staff and faculty.

SUPERVISORY RESPONSIBILITY

Supervises front desk receptionist

QUALIFICATIONS

Bachelor's or Associate degree is required. Previous experience in non-profit organizations preferably in educational setting is desired. Extensive experience related to office management and human resources is a plus. Understanding Ohio Department of Education requirements and guidelines is helpful.

REQUIRED SKILLS, LISENSURE/CERTIFCATIONS

- Ability to promote customer service by personal appearance, attitude and conversation

Administrator

- Detailed oriented with ability to anticipate and accurately prepare materials needed for meetings, procedures, and events
- Exceptional interpersonal and collaborative skills and ability to work collaboratively with all levels of staff, faculty, students and volunteers
- Skills in establishing and maintaining effective working relationships with others
- Outstanding organizational skills and ability to manage multiple tasks simultaneously, computer proficiency, professional demeanor, a strong work ethic, and confidence
- Computer proficiency (including Microsoft Office) and the ability to learn new software programs and databases
- Demonstrated ability to use work time productively and exercise good judgment in handling high priority items and sensitive and highly confidential matters; discretion and tact are essential
- Results driven, comfortable with metrics and measuring outcomes

WORKING CONDITIONS

General office working environment. Required to work some evenings and weekends, occasional travel may be required.