



Human Resource Experts 1108, Inc.

Specializing in Public School Academies

805 Oakwood Drive
Suite 100
Rochester, Michigan 48307
Telephone: 248.276.0950
Fax: 248.276.0955

Job Posting Hinoki International School

Seeking Office Manager

Employees Only, Inc./Human Resource Experts 1108, Inc. is excited to lead Hinoki International School search for School Office Manager. We are currently seeking the most talented, passionate individual. Hinoki International School is located in Livonia, Michigan; providing opportunity and structure for all students to succeed in the Japanese immersion school, career and life. The Office Manager shall possess the passion, knowledge, and skills to serve in an Office Manager Leader role and be able to demonstrate a track record of success, including the ability to effectively:

Position Summary: Assists the Principal, Board of Education Members, and Consortium by performing secretarial and clerical duties as described below. Acts as liaison between the district and community, Principal and parents, and Principal and staff.

Primary Tasks:

- Greet public; place and receive telephone calls; distribute messages; monitor Facebook; and review email.
- Sort and distribute school mail, open and date stamp central office mail (with the exception of mail marked "Confidential" which will be forwarded unopened).
- Type and proofread all correspondence for the Principal and Consortium.
- Translate requested correspondence (Japanese-English/English-Japanese) for the Principal and Consortium.
- Arrange appointments and make travel arrangements for the Principal.
- Type updates to policies for board meetings and distribute policies as approved by the Board of Directors.
- Process all incoming applications and distribute to HRE 1108, Inc. for open positions.
- Create, maintain, and provide access to personnel files according to board policy.



Employees Only works with business owners and company Presidents that are frustrated with administrative tasks that do not create revenue, tired of managing benefits and employee issues and interested in making improvements in their organization that result in increased profits.

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- Complete personnel action forms including New Employee Checklist, Employee Status Change, FMLA forms, and other personnel or payroll related forms as required and submit to HRE 1108, Inc.
- Process required substitute teacher paperwork.
- Process all enrollment applications and forms, keep updated listing, and check against SRSD at each student count and reconcile discrepancies.
- Contact board members for board and committee meetings, post the meetings, develop and distribute agendas and packets, attend special board meetings, and take, process, and file minutes of board meetings.
- Set up administrator meetings, contact administrators, and develop agendas.
- Process FOIA requests.
- Process bid specifications and correspondence as required by Principal and Consortium.
- Maintain central office petty cash fund.
- Maintain the central filing system, including CA60s, in adherence to the School Records and Reporting Guidelines found at http://www.michigan.gov/documents/hal_mhc_rms_local_gs2_171482_7.pdf.
- Update and maintain office equipment, including fax and postage machines and copiers.
- Distribute approved purchase orders and maintain purchase order log.
- Maintain school phone tree contact information.
- Support accounting functions and coordination of the daily operation of the school's food service program.
- Coordinate food purchases, preparation, and personnel for special events.
- Oversee and manage student accident forms, records, and medication distribution.

WEEKLY:

- Prepare and maintain a list of school events for school staff, parents, and stakeholders.
- Manage, process, and report pupil accounting.
- Type, file, and send weekly Principal and Consortium Notes to Board of Education.
- Process cash receipts and make bank deposits (at minimum-weekly), as applicable, and in coordination with the school Accountant.
- Maintain school records in accordance with the Schedule for the Retention and Disposal of Michigan Public School Records Guidelines.
- Process and approve all applications for free and reduced lunches and keep records current for state audits.
- Assist with food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.

MONTHLY:

- Post regular monthly board meetings; develop and distribute agendas and packets; attend meetings; and take, process, and file minutes of the meetings.
- Update calendar board for office-monthly.
- Distribute staff directory changes-bimonthly.
- Take inventory of office and school supplies and place orders to make sure that an adequate level of inventory is maintained at all times.
- Update school district information display on site and online.



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YEARLY:

- Coordinate end-of-the-year calendar for board members.
- Update and distribute school year calendar as negotiated.
- Type individual teacher/administrator contracts.
- Compile/distribute staff directory.
- Process Schools of Choice applications/information for Board of Directors approval.
- Coordinate/distribute staff appreciation gifts and arrange for annual staff appreciation breakfast, staff luncheons and in-services, and other staff gatherings.
- Process administrator and staff evaluations.
- Process staffing information for board approval.
- Process probation information and provide list for board approval.
- Update all files on an annual basis: discard, shred, or box and removes files as prescribed in the Retention of School Records Manual.
- Assist in the publishing of:
 - a) Required annual report of fiscal activity
 - b) Notice of budget hearing
 - d) Michigan School Transparency Requirements
 - e) Annual School Report
- Responsible to support the Principal and Consortium for filing reports on a timely basis with the Michigan Department of Education related to:
 - a) Special Education Expenses
 - b) Transportation
 - c) Food Service
 - d) FID
 - e) Grant Funds
 - f) Tuition

Required Education/Skills:

1. High proficiency in written and spoken Japanese and English preferred. Experience with Dual Immersion and/or Bilingual educational programs.
2. Graduation from an accredited high school (Associates Degree or post-secondary training in education or related field preferred).



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3. Skilled in the use of computers and office equipment. Must be able to utilize school software and have high level of proficiency in the use of Microsoft Word and Excel.
4. Must pass competency test in English writing skills, grammar, basic math skills, and use of Microsoft Word and Excel.
5. Excellent written and verbal communications required. Ability to communicate and work effectively and courteously with staff, students, parents, vendors, and the general public.
6. Ability to assume responsibility and maintain confidentiality.
7. Ability to prioritize and manage tasks efficiently.

APPLY BY: Open until filled

Salary: To be determined based on experience

Submit resume and credentials to:

jbutler@employeesonly.net

Hinoki International School/Human Resource Experts 1108, Inc. is an equal opportunity employer for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Hinoki International School/Human Resource Experts 1108, Inc. are based on the needs of the Academy, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations. Hinoki International School/Human Resource Experts 1108, Inc. will not tolerate discrimination or harassment based on any of these characteristics.