



ROCK POINT SCHOOL

Office & Systems Manager

Location: Burlington, VT

Reports to: Head of School

Salary Range: \$43,000-\$48,000

Full-time (40 hours per week) position with benefits

About Rock Point School

Our intentionally small day and boarding high school in Burlington, Vermont, is a close-knit, supportive, all-gender community where every student is known and valued. We serve young people who may not have found success in traditional school settings—students who are bright, curious, and capable, but may have experienced challenges such as ADHD, anxiety, loss, or feeling left out. Here, students are seen for who they are, supported in and out of the classroom, and given opportunities to both fit in and stand out.

The Role

Rock Point School is seeking an energetic, personable, and organized team member for the position of Office and Systems Manager. The right candidate for this position will have a passion for orchestrating a friendly and open environment for high school students, their families, and the Rock Point Staff who work with them. This is a highly collaborative, hands-on position, where you will manage front office responsibilities, support administrative systems, and help coordinate communication and logistics across the school.

The ideal candidate is an organized, personable professional who is comfortable working at the center of a dynamic school environment. You will work closely with the school's small, collaborative administrative team while also interacting regularly with students, families, faculty, and staff. You'll bring a proactive mindset, strong attention to detail, and a commitment to creating a welcoming and efficient environment, while also adapting to the evolving needs of a small school community.

Key Responsibilities

Office Management & Community Support

- Serve as the first point of contact for students, families, staff, and visitors

- Maintain a warm, welcoming, and organized front office environment
- Support day-to-day administrative needs across departments

Systems & Operations Management

- Manage and maintain internal systems, databases, and digital platforms
- Support workflows across administrative, academic, and residential teams
- Ensure accurate record-keeping and data management

Collaboration & Coordination

- Work closely with the administrative team, business office, admissions, faculty, and residential staff
- Help coordinate communication and logistics across departments

Events & Community Engagement

- Support planning and execution of school events such as Open Houses, Graduation, and Parent Weekends
- Assist with event logistics, communication, and on-site coordination

Qualifications

- 3+ years of office management experience
- Experience with Google Workspace and comfort learning new systems and platforms
- Familiarity with tools such as QuickBooks, Salesforce, and educational software preferred
- Strong organizational and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Collaborative, flexible, and energized by working in a small school setting
- Ability to work independently while staying closely connected to a team
- Sense of humor and adaptability—no two days are the same

Why Join Us?

This is more than an administrative role; it's an opportunity to be at the heart of a school community that values relationships, growth, and authenticity. You'll play a key role in creating a welcoming, organized environment where students and colleagues can thrive.

Salary range and benefits:

This is a 100% role (40 hrs/week) and offers a salary range of \$43,000-48,000 per year, and offers benefits including:

- Medical coverage with HRA, dental, and vision benefits
- Meals when working
- A balanced combination of independence and support
- 5 weeks of vacation based on the school calendar, and 3 weeks during the summer
- 10% school contribution to retirement plan and long-term disability after the first year

Please send your resume and cover letter to:

C.J. Spirito, Head of School at cspirito@rockpoint.org