

Site Manager Position



Start Date: August 2026

School Opening: August 2026

On-Site | Full-time: Colorado Springs, CO

Classification | Salaried, Non-Exempt: Hourly | 191-day school year schedule

Compensation: \$45,000–55,000 | Commensurate with experience

Reports To: Executive Director

Overview

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Spruce Community School is seeking a warm, organized, and mission-driven Site Manager to serve as the operational heart of our school community. As the first person students, families, and visitors encounter each day, the Site Manager plays a vital role in creating a welcoming and well-functioning environment. This position combines front-facing community engagement with meaningful behind-the-scenes operational work – from managing student records and coordinating logistics to supporting compliance, communications, and the day-to-day rhythms of school life. The Site Manager reports directly to the Head of School and works closely with all staff to keep Spruce running smoothly.

Our Mission & Values

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Our Mission: At Spruce Community School, students find their purpose through adaptive thinking and joyful engagement as we reimagine academic excellence.

Spruce is a place where curiosity, kindness, and courage drive every decision. We inspire lifelong learners who are equally prepared to listen and lead. Our approach combines high expectations, interdisciplinary project-based learning, and a commitment to whole-child development. At Spruce, learning is rigorous but joyful, structured yet exploratory, and always connected to our city.

We believe:

- Learning happens in connection with the world.
- Learning happens in relationships.
- Learning is about becoming. Students don't just learn skills—they become artists, engineers, scientists, historians, and change-makers.

At Spruce, we believe that children, like trees, grow in two directions: they deepen their roots in self-discovery and foundational academic and social skills, and they extend their branches to enrich their surroundings through project-based learning and place-based education.

Role Responsibilities

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Front Office & Community Welcome

- Serve as the first point of contact for all students, families, staff, and visitors, creating a warm and professional front office experience.
- Answer and manage the main phone line, directing callers and taking messages efficiently.

- Monitor and manage building access, visitor sign-in procedures, and campus safety protocols, including emergency situations such as evacuations and lockdowns.
- Support school tours for prospective families and assist in coordinating school events, exhibitions, and community gatherings.
- Diffuse conflicts and support a calm, positive school environment in and around the front office.

Student Records & Data

- Maintain accurate student files and enrollment records in PowerSchool and physical files.
- Track and report daily student attendance, flagging truancy or patterns of absence in compliance with state requirements.
- Support new student registration and enrollment processes, including documentation and database entry.
- Assist with student health clinic coverage and parent/guardian contact as needed.

Operations & Administration

- Manage the master school calendar and coordinate scheduling of meetings and facility use.
- Order and maintain office supplies and equipment, including copy machines and other shared resources.
- Sort and distribute incoming mail and deliveries, and handle routine correspondence and communications.
- Support distribution of newsletters, handbooks, and school communications; assist with logistics for school tours, events, and family-facing programming.
- Maintain organized filing systems, both physical and digital.
- Assist with substitution coverage logistics, ensuring subs have access to lesson plans and necessary materials.
- Perform other operational duties as assigned by the Head of School.

Compliance & Reporting

- Support the Head of School with documentation and reporting requirements related to state and authorizer compliance.
- Assist with tracking and organizing records needed for board meetings, audits, and external reporting.
- Maintain confidentiality in all student, family, and staff matters in accordance with FERPA and school policy.

What You Bring & Who You Are

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You are a calm, resourceful, and community-centered problem-solver who takes pride in keeping things running well behind the scenes.

- **Rooted in Relationships** – You bring warmth and professionalism to every interaction, making students, families, and visitors feel welcomed and valued.
- **Organized & Detail-Oriented** – You manage multiple priorities with ease, keeping records accurate, timelines on track, and systems running smoothly.
- **Equity-Minded** – You understand that a well-run school office is an act of care for every student and family, and you bring that intentionality to your work.

- **Proactive & Flexible** – You anticipate needs before they become problems and adapt quickly to the ever-changing rhythms of a school environment.
- **Discreet & Trustworthy** – You handle sensitive information with professionalism and uphold the highest standards of confidentiality.
- **Mission-Aligned** – You believe in Spruce’s vision of joyful, rigorous, community-connected education and want to contribute to that through your operational role.

Qualifications + Additional Requirements

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- High school diploma or GED required; associate’s or bachelor’s degree preferred
- Experience in an office, school, or education-setting environment strongly preferred
- Proficiency in Microsoft Office Suite (Word, Excel) and Google Workspace required
- Experience with PowerSchool or similar student information systems a plus
- Bilingual (English/Spanish) communication skills strongly desired
- Strong written and verbal communication skills
- Ability to work independently and manage time effectively in a fast-paced environment
- Must be able to pass a background check

Team Expectations

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Our school is a hands-on, start-up community where no two days are exactly alike. The Site Manager is a key member of the Spruce operations team and will participate in school-wide events, staff meetings, and occasional evening commitments such as family nights or board meetings. We are a high-support, collaborative team, working together to build something extraordinary for the students and families of Colorado Springs.

How to Apply

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- Submit your resume to loren@Sprucecommunityschool.org
- In your email, please tell us: What draws you to a school operations role, and what experience or skill makes you especially well-suited for this position?

Spruce Community School is an equal opportunity employer. We celebrate diversity and are committed to building a team that reflects the students and families we serve.