

## **SCHOOL OFFICE MANAGER**

### **DEFINITION:**

Under general supervision of School Site Administrator(s), the School Office Manager serves as manager of school office support for a school. The employee organizes, directs and performs varied and complex clerical and secretarial work with confidentiality and sensitivity. In performing duties, responsibilities and tasks, the individual utilizes independent judgment, initiative, tact, patience and courtesy. The employee also assumes and performs related responsibilities and duties as necessary or required.

### **CLASS CHARACTERISTICS:**

The School Office Manager provides a professional environment that supports District standards. Positions are characterized by wide-ranging responsibilities often conducted in an atmosphere of frequent interruptions, time constraints and/or in the necessary absences of the School Site Administrator(s). This position *is* pivotal in facilitating the school's educational purposes and the efficient daily operations of the school office. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions. Incumbents must have wide knowledge of District and school operations and policies, and receive support from District administration.

### **EXAMPLES OF DUTIES:**

Manage a school office and provide secretarial support to School Site Administrator(s) and staff as required. Maintain Principal=s calendar, screen calls, receive visitors and respond to requests for information and assistance as appropriate; *E*

Explain District procedures to parents, teachers, classified employees and the public; *E*

Assist with implementation and coordination of emergency procedures for School Site Disaster Plan; *E*

Assist with student medical needs and administer first aid, CPR and/or prescribed medication as necessary;*E*

Provide training to staff and volunteers on the use of various office equipment, maintain and troubleshoot the equipment as necessary; *E*

Responsible for performing and/or delegating correct record keeping for the following school functions:

Student enrollment, preparation and/or maintenance of the confidential student cum folder and all required records contained therein, verification of enrollment and health eligibility, and transfer or release of documentation; *E*

Maintain and update student and staff emergency information, i.e. emergency cards computer data and disaster preparedness; *E*

Student attendance, including preparation and verification of daily student attendance. Enters enrollment information into the attendance system, preparing required attendance reports on a daily, weekly and monthly basis; *E*

***E denotes an essential function of the job.***

Monitor the various school budgets, which may include maintenance of teachers individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title 1; *E*

Maintain certificated and classified employee time reports and attendance records, utilizing the Substitute Assignment Management System (SAMS). Issue and retrieve keys and class packets to/from substitute teachers, and orientate substitutes regarding their assignments; *E*

Prepare transportation requests, calendars and answers questions about field trip activities; *E*

Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities; *E*

Maintain site use of facilities, records and calendars for after school hours activities by community groups; *E*

Prepare site correspondence, and a variety of bulletins, newsletters, memos and update the school master calendars; *E*

Maintain control of school facility keys. Assign and distribute keys to certificated and classified staff as necessary; *E*

Prepare purchase orders and warehouse requisitions using the Bi-tech system and process work orders through the Maintenance Tracker system; *E*

Middle school positions prepare student grade and progress reports: *E*

In the absence of the School Site Administrator(s) monitor and oversee students sent to the office during or after school hours: contact parents, guardians or authorized adult when necessary to provide transportation and/or to release the student to adult supervision.

#### **SUPERVISION:**

Receives supervision from the School Site Administrator(s).

Provides leadership and direction to other support staff, volunteers and assigned student helpers.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

Modern office methods, procedures, terms and equipment;

Word processing, spreadsheet and data base computer applications;

Standard record keeping, filing systems and procedures;

Correct English usage, spelling, grammar and punctuation;

Business office telephone techniques and etiquette;

Basic math used in an office environment;

Principles of leadership, public relations, office organization and management.

**Ability to:**

Plan, organize and prioritize work of self and others;

Provide leadership and direction to other support staff assigned to the school;

Utilize sound independent judgment in performing tasks and fulfilling responsibilities;

Develop and maintain effective work relationships;

Communicate accurately, effectively and courteously both orally and in writing to a diverse audience under busy and/or difficult/confidential situations;

Operate and maintain various standard and specialized office equipment, including personal computers and reprographic machines;

Keyboard at a net corrected speed of 50 words per minute;

Rapidly learn the computerized student attendance data system and other site based software and/or filing systems;

Post, check, maintain files, statistical, financial and other records rapidly and accurately;

Take dictation and/or speed notes as necessary, some positions in this class may be required to take notes, letters and minutes of meetings rapidly and accurately;

Receive training and correctly employ physical health care procedures under the indirect supervision of the District nurse.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Typically this knowledge and these skills and abilities are acquired through several years of wide-ranging responsible experience in secretarial and clerical office environments involving public contacts. School site experience is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside; is frequently exposed to minor and on occasion to severe, contagious illnesses; has constant direct contact with public, students and other district staff, occasionally in difficult interpersonal situations; frequently has high volumes of work under tight deadlines without direct guidance from School Site Administrator(s).

**LICENSES REQUIRED:**

Possession of a valid CPR and First Aid Certificate.

Last revised 12/00

Revisions effective 4/14/05