



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

School Office Manager

JOB SUMMARY:

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.

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.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential 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;
- Explain District procedures to parents, teachers, classified employees and the public;
- Provide training, assign and monitor the work of staff, student helpers, and volunteers;
- Maintain and troubleshoot office equipment as necessary;
- Establish and maintain confidential files;
- Independently respond to routine letters, emails, and general correspondence;
- Responsible for performing and/or delegating correct record keeping of student enrollment preparation and/or maintenance of the confidential student folder and all required records contained therein, verification of enrollment and health eligibility, and transfer or release of documentation;
- Maintain and update student and staff emergency information, i.e. emergency cards, computer data and disaster preparedness;

- Maintain student attendance records, including preparation and verification of daily student attendance, entering enrollment information into the attendance system, preparing required attendance reports on a daily, weekly and monthly basis;
- 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;
- Maintain certificated and classified employee time reports and attendance records, utilizing the District absence reporting system;
- Issue and retrieve keys and class packets to/from substitute teachers, and orientate substitutes regarding their assignments;
- Prepare transportation requests, calendars and answers questions about field trip activities;
- Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities;
- Maintain site use of facilities, records and calendars for after school activities by community groups;
- Compose school wide communications, correspondence, and a variety of bulletins, newsletters, memos, emails, requisitions, forms and update the school master calendars;
- Maintain control of school facility keys, assign and distribute keys to certificated and classified staff as necessary.

Other Related Duties

- Assist with implementation and coordination of emergency procedures for School Site Disaster Plan;
- Prepare purchase orders and warehouse requisitions using the Bi-tech system and process work orders through the Maintenance Tracker system;
- Assist with student medical needs and administer first aid, CPR and/or prescribed medication as necessary;
- Some positions may prepare student grade and progress reports;
- 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 student helpers as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment used in a school office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- School office practices and procedures;
- Standard record keeping, filing systems and procedures;

- English usage, spelling, grammar and punctuation;
- Business letter and report writing techniques;
- Business office telephone techniques and etiquette;
- Basic math used in an office environment;
- First aid and CPR procedures;
- Principles of leadership, office organization and management, public relations, and training.

Ability to:

- Effectively plan, organize and prioritize work of self and others in a demanding environment;
- Provide leadership and direction to other support staff assigned to the school;
- Utilize sound independent judgment in performing tasks and fulfilling responsibilities;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Communicate accurately, effectively and courteously both orally and in writing to a diverse audience under busy and/or difficult/confidential situations;
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;
- Keyboard at a net corrected speed of 50 words per minute;
- Rapidly learn procedures and software as required;
- 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;
- Learn and interpret Federal, State, District codes and regulations including administrative and school policies and procedures;
- Compose correspondence and written material independently;
- Understand and carry out oral and written instructions;
- Maintain databases and manage information systems;
- Receive training and correctly employ physical health care procedures under the indirect supervision of the District nurse;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or Equivalent.
- Completion of Vocation/Apprenticeship certificate in business management or related subject may be substituted for one (1) year of the required experience below.

Experience:

- Two (2) years of responsible varied clerical and secretarial experience involving public contact is required.
- School site experience is highly desirable.

Licenses Required:

- Possession of a valid CPR and First Aid Certificate.
- Possession of a valid California Driver license.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will frequently stand, walk, carry, reach, grip, and grasp; occasionally stoop, kneel, and crouch. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 36

Classified Bargaining Unit

Last revised 12/00, 4/14/2005, 4/11/2013

Job Description Review and Revisions Effective: 7/14/16