

SCHOOL OFFICE MANAGER

JOB SUMMARY

Under direction of the Principal, or other site administrator, plan, organize, coordinate, and oversee day to day school office activities and relieve the Principal and school administrator of administrative details. Maintain complex records and files related to attendance accounting, payroll, and budget. Provide work direction and guidance to assigned office staff as required.

TYPICAL DUTIES

Plan, organize, coordinate, and manage school office activities and communications. Serves as secretary to an administrator; screens incoming correspondence; plans and follow up to ensure that functional deadlines are met; schedule meetings; arranges correspondence for supervisor's personal reply in order of priority with appropriate background material attached for reference; independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the school or the District; assists in preparing information for budget, monitors budget status; takes minutes at group meetings; prepares and distributes minutes; takes dictation, revising as necessary to improve grammar and structure; composes technical and difficult correspondence and memos independently or from brief verbal instructions or notes; types letters, reports, and requisitions; makes entries on forms, devises format as required; may supervise preparation of student registration, release, and transfer documents, and student attendance records; compiles reports from data submitted by others, using independent judgment in securing and categorizing this data; collect fees, complete forms and submit to appropriate department as needed; provides specific information to the general public and District personnel regarding the District's policies and procedures; may conduct head lice check, interviews to ascertain certain information, may prepare Board of Trustee agenda items. May be required to administer first aid/CPR and dispense medication as prescribed by a physician. May also be required to provide specialized services, (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff. Establish and maintain complex numerical, alphabetical, and subject matter files; receives, interviews, and screens callers; provide work direction and guidance to office staff and student helpers as required; may provide input for office staff evaluation. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, including or supplemented by courses in office procedures/management and three years of increasingly responsible and varied clerical experience, including at least one year of secretarial experience. Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

Knowledge of:

Organization and management of office functions. Modern office methods and equipment including computers, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading. Oral and written

communication techniques. Correct English usage, spelling, grammar, punctuation, and arithmetic. Techniques in directing the work of others. Statistical record keeping skills.

Ability to:

Plan, organize, coordinate, and oversee day-to-day school office activities and relieve the Principal of administrative detail. Establish and maintain cooperative working relationships. Perform complex secretarial and clerical work involving independent judgment requiring thorough knowledge of District policies and rules and regulations, and selected sections of the Education Code. Perform public relations and communication services. Work independently and be flexible. Work with constant interruptions and demanding time lines. Be trained in basic and emergency first aid, CPR and follow physician directions regarding medication. Devise or adopt office procedures to changing organizational needs. Understand and carry out oral and written directions. Plan, organize, and direct the work of others. Use tact, diplomacy, discretion and confidentiality as necessary. Compose correspondence independently Type at a corrected speed of 50 words per minute. Take and transcribe dictation at an acceptable rate of speed.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to perform repetitive hand or body motions. Walking, sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Pushing, pulling, lifting and carrying supplies and equipment. Reaching overhead and above shoulders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and a drug screen.