

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: SCHOOL OFFICE COORDINATOR

BASIC FUNCTION:

The School Office Coordinator position is unique, primarily because of the range of activities handled in an atmosphere of continual interruptions and pressure. Under general supervision of the site administrator, the School Office Coordinator serves as office manager, performs a variety of organizational and secretarial duties including those responsibilities of a confidential nature dealing with personnel matters, confidential student and employee information as well as files and payroll. Duties performed are designed to relieve the administrator of office and routine responsibilities by planning, organizing, and participating in the school office administrative operation.

REPRESENTATIVE DUTIES:

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by school principal.
- Exercises independent judgment, discretion and initiative in resolving situations arising in an administrator's absence.
- Handles emergencies concerning employees and/or students, making decisions independently or recommending action as appropriate.
- Performs a wide variety of secretarial work, including typing/word processing, proof reading, filing, recording information, processing and distribution of all correspondence, much of which is of a confidential nature, registering students as needed and maintaining student records as assigned.
- Maintains a high degree of confidentiality regarding all aspects of the school site operation.
- Manages office personnel, organizes and expedites the work flow of the school site; assist staff with routine paperwork and deadlines, train and offer guidance and direction to other school personnel as needed.
- Serves as a major program information resource person, acting as liaison between schools, department, district office, and other locations. Dispenses pertinent information and direction to students, parents, staff, and visitors.
- Operate a variety of office equipment including a computer, typewriter, copier, and other equipment as assigned.
- Manage, update and enter digital and/or electronic content for the various digital platforms and programs utilized by the site as assigned.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area.
- Establishes, maintains, and insures proper use of confidential files, which may include student, personnel, and payroll records.

- Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use.
- Request substitutes as needed; greet and assist substitute teachers by providing keys, materials and pertinent information; monitor attendance of substitutes.
- Requisition, receive, store, and distribute school supplies and office materials; maintain material and equipment inventories.
- Exercises diplomacy in answering questions and resolves situations involving students, parents, volunteers, public, site staff and district personnel through knowledge of school policies and general district rules and regulations.
- Performs first aid and cares for injured/ill students, taking responsibility for student welfare in the absence of health clerk or district nurse. Dispenses medicine to students according to physician's orders.
- Maintains and retrieves financial records, such as school budget, student body accounts, or other school accounts.
- Performs other duties as assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Receptionist and telephone techniques and etiquette
 Modern office practices, procedures and equipment
 Proficiency in Microsoft Office Suite
 Record-keeping and filing techniques
 School office terminology, practices and procedures
 Health and safety regulations
 Correct English usage, grammar, spelling, punctuation and vocabulary
 School and District organization, operations, policies and objectives
 Applicable sections of State Education Code and other applicable laws
 Interpersonal skills using tact, patience and courtesy
 Basic first aid procedures and basic medical terminology

Ability to:

Establish/maintain rapport and positive working relationships with all stakeholders including students, parents, staff, volunteers and the community
 Perform secretarial work without continuous supervision and coordinate the work of others
 Maintain a professional demeanor at all times
 Perform and coordinate difficult office, secretarial and clerical work involving independent judgment and requiring accuracy and speed
 Establish and implement revised office procedures as needed and according to established guidelines
 Ability to multi-task and implement strategies to ensure efficient practices of office management
 Understand, interpret rules and written directions and apply to specific situations
 Compose correspondence independently
 Establish and maintain effective working relationships with others
 Analyze situations accurately and adopt an effective course of action
 Meet schedules and timelines
 Perform duties effectively with many demands on time and constant interruptions

Plan and organize work
Train and provide work direction to others
Maintain records and prepare reports
Work confidentially with discretion
Communicate effectively both orally and in writing
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Type at 50 words net per minute from clear copy
Work independently with little direction

EDUCATION:

Graduation from high school including or supplemented by courses in secretarial science or related business courses

EXPERIENCE:

Three years of experience in increasingly responsible secretarial experience which has included the exercise of independent judgment, preferably including experience in a public school system

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and First Aid Certificate issued by the American Red Cross or District approved organization (within 6 months of employment).

WORKING CONDITIONS:

School office environment; subject to many demands on time and constant interruptions; Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift carry, pull, push up to 25 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; clear speaking and the ability to hear normal voice conversation; exposed to minor contagious illnesses (e.g. colds, flu); work with tight deadlines; work in difficult interpersonal situations (e.g. upset parents, uncooperative coworkers).

SALARY RANGE: 68

ADOPTED BY PERSONNEL COMMISSION: March 21, 2012

ADOPTED BY BOARD OF EDUCATION: March 27, 2012