



Classification Specification

SITE OFFICE MANAGER

Department:	Assigned Elementary/Intermediate School Site
Reports To:	Elementary/Intermediate School Principal
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2017, 2020

General Description:

Perform a wide variety of clerical and secretarial duties to coordinate an assigned elementary or intermediate school office activities and assist the Principal in administrative tasks; perform public coordinate flow of communications and information for the Principal; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

Distinguishing Characteristics:

The Site Office Manager classification is responsible for performing clerical and secretarial duties in support of a Principal at an elementary or intermediate school.

The Senior Site Office Manager classification is responsible for performing clerical and secretarial duties in support of a Principal at a high school.

Essential Duties and Responsibilities:

- Serve as the Site Office Manager to the school Principal; coordinate the overall office activities to assist the Principal in administrative tasks.
- Type letters, reports, bulletins, and memorandums, including materials of a confidential nature; compose correspondence independently on a variety of matters from notes, rough drafts, and verbal instructions; maintain confidentiality of sensitive and privileged information.
- Initiate and receive telephone calls; screen and route calls and emails; request necessary information and take and transmit messages as appropriate; resolve issues as appropriate; receive, route and distribute mail; greet visitors; explain and provide information concerning school policies, procedures, actions, activities, programs, and schedules.
- Prepare and maintain the school master calendar as assigned; schedule appointments, arrange meetings, prepare itineraries, and make conference arrangements; assist in facilitating meetings by preparing agendas, taking minutes, and preparing and distributing summaries.
- Collect, compile, organize, and record a variety of data related to attendance, enrollment, personnel, and student activities; prepare and maintain related records, files, and logs.
- Lead the public relations and communications efforts at an assigned school site.

- Assist in securing, training, and orienting substitute personnel; provide keys and instructional materials to substitute personnel.
- Provide information to students, staff, and the public concerning school policies, procedures, actions, activities, and schedules as appropriate; maintain the Principal's calendar and school calendar of events.
- Enroll, register, and schedule new students; complete enrollment information; complete records for the release or transfer of students; maintain confidentiality of student information as required.
- Compile information and prepare and maintain a variety of records, logs, and reports related to programs, students, financial activity, budgets, attendance, staff, projects, and assigned duties; establish and maintain filing systems; revise, verify, proofread, and edit a variety of documents.
- Oversee the acquisition, maintenance, and dispersal of inventories; requisition, receive, store, and distribute supplies and office materials.
- Monitor and complete budget and expense transfers.
- Complete personnel transaction forms.
- Distribute pay stubs and checks.
- Maintain the school key inventory and control.
- Arrange for repair of office and instructional equipment.
- May administer first aid/CPR and dispense approved medication to students in accordance with organizational policy in the absence of the health office staff.
- Operate a variety of office equipment including a computer and assigned software.
- Attend meetings and participate in in-service trainings; serve on committees as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Operation of a computer and assigned software programs, including Word, Excel, and student information systems for entering and retrieving data.
- District operations, policies, and objectives.
- Modern office methods, practices, and procedures.
- Basic budgeting practices.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Basic public relations techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Applicable laws, codes, regulations, policies, and procedures.
- Record-keeping techniques.
- Mathematic calculations.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities.
- Perform public relations and communications services for the Principal.
- Work independently and follow through on assignments with minimal direction.
- Compose correspondence independently.

- Understand and work within the scope of authority.
- Learn policies and specific rules and apply them with good judgment.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work.
- Type or input data at an acceptable rate of speed.
- Maintain confidentiality of sensitive and privileged information.

Education: High school graduation or equivalent GED, supplemented by secretarial and clerical training.

Experience: Three (3) years of increasingly responsible clerical or secretarial experience involving public contact.

Licenses, Certifications, and other requirements:

- Valid first aid/CPR certificate.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- Some work experience in an educational setting is desirable, but not required.

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Moderate noise levels.
- Contact with parents, students, and staff.
- Fast-paced work environment with changing priorities.

Physical Demands: 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. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work at a desk or table.
- Perform repetitive motion related to keyboard entry or typing.
- See for the purpose of reading or observing people.
- Hear and understand speech at a normal level.
- Communicate so that others can clearly understand normal conversation.
- Reach in all directions.
- Operate office equipment.
- Frequently required to lift and carry objects up to 25 lbs. in weight.
- Bend, twist, stoop, or kneel.
- May occasionally be required to stand and/or walk around for extended periods of time.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.