



Classification Specification

SENIOR SITE OFFICE MANAGER

Department:	Assigned High School Site
Reports To:	High School Principal
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform a wide variety of clerical and secretarial duties to coordinate high 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; train, assign and coordinate the work of assigned school personnel.

Distinguishing Characteristics:

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

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

Essential Duties and Responsibilities:

- Serve as the Senior Site Office Manager to a high 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; assure timely submission of reports; maintain confidentiality of sensitive and privileged information; arrange translation as needed.
- Maintain calendars, schedule appointments, arrange meetings, prepare itineraries, and make conference arrangements as required; assist in facilitating meetings by preparing agendas, taking minutes and preparing and distributing summaries.
- Lead the public relations and communications efforts at an assigned high school site.

- 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.
- Assemble materials and prepare reports such as but not limited to monthly payroll, hourly/stipend pay, staff attendance, and substitute reports.
- Oversee the acquisition, maintenance, and dispersal of inventories; requisition, receive, store, and distribute supplies and office materials; prepare, maintain, and track purchase requisitions for school expenditures.
- Assist with the coordination of scheduling classified and certificated substitutes; provide keys, schedules, and lesson plans; record timecards for substitutes.
- Train, assign, and coordinate the work of assigned school personnel; prepare absentee reports for staff; assist in the training and supervision of student aides; review work for accuracy, completeness and compliance with established guidelines and procedures.
- Prepare and submit maintenance requests; coordinate with custodial staff and maintenance and operations to arrange for repair of office and instructional equipment.
- Maintain a variety of complex personnel records, timesheets, lists, files and records, including confidential materials.
- Maintain inventory records; order supplies and materials and prepare purchase orders; ensure adequate forms and supplies to support office operations; ensure receipt and proper distribution.
- Coordinate and process the internal and external use of facilities requests; ensure appropriate equipment and resources required for scheduled events is noted on calendar and is available; maintain all facilities calendars.
- Coordinate communication between the Principal's office and faculty, students, parents, and outside organizations.
- 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 budget monitoring and control.
- 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.
- Perform job assignment with numerous interruptions.
- 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.
- Train, assign, and coordinate the work of assigned school personnel.
- 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: Five (5) years of increasingly responsible clerical or secretarial experience involving public contact including one year related experience in an educational setting.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

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 carry objects up to 25 lbs. in weight.
- Lift objects up to 25 lbs. in weight.
- Bend, twist, stoop, or kneel.
- 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.