

Title:	School Office Manager	Reports To:	Site Administrator	
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	Varies	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 39 <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, coordinates the daily operations of the school office; supports site administrator. Performs a variety of highly skilled and complex secretarial and administrative assistant duties; plans, coordinates, and organizes office activities such as maintaining and monitoring school budgets and records; orders materials, supplies, and equipment and coordinates flow of communications, correspondence, and information in support of school operations and activities. Provides support for more complex office operations and requires thorough knowledge of office organization, operations, policies, and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a site administrator. May assist in training and coordination of assigned duties of support staff.

ESSENTIAL FUNCTIONS

- Exercises independent judgment while coordinating and organizing the activities of the school’s office and acts as liaison to District departments and other schools; answers, screens, and routes telephone calls; takes and distributes messages; maintains site administrator’s schedule, including making appointments; greets and directs visitors to the appropriate office or staff member; interacts with students, parents/guardians, faculty, and administrators to answer questions, resolve problems, and provide information; responds to questions and complaints and refers questions and complaints to appropriate staff.
- Serves as the primary assistant to the site administrator; represents school administrators and staff in providing information on District and school policies and procedures; serves as liaison between site administrators and/or assigned staff, students, parents/guardians, outside agencies, and the community on a wide variety of school issues.

- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to assigned area; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Composes independently or from oral instructions, types, edits, and proofreads a variety of documents.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and/or school policies and procedures in determining completeness of forms, records, and files as related to the job duties.
- Coordinates and participates in the preparation, maintenance, and distribution of all student cumulative records; ensures accuracy and proper maintenance of student records and files manually and in computerized information systems; reviews a variety of records, reports, and other documents for completeness and accuracy and resolves discrepancies as required.
- Processes student records requests, graduation/promotion verification, and transcript requests; sends information to requesting school, district, or agency in a timely and efficient manner; requests student cumulative records, transcripts, test scores, and other student information as needed.
- Prepares and submits purchase requisitions; researches and obtains vendor quotes; receives, inventories, and distributes supplies, equipment, forms, and materials; reviews and receives invoices for payment.
- Monitors and ensures proper working order of equipment; prepares and follows up on work orders for school equipment and facilities; submits work order requests for school site building and information technology maintenance issues.
- Under the direction of the site administrator, assists with school budget processes; tracks and maintains school and program budgets and performs various financial record keeping and accounting support activities, including monitoring expenditures and budget transfers.
- May perform financial record-keeping and bookkeeping duties related to various school funds; posts accounts receivable and payable; balances checkbook; prepares and makes bank deposits; prepares vouchers and checks for signature; presents books for reconciliation or audit as required.
- Processes and maintains all staff absence records, staff and substitute timesheets, and payroll.
- Monitors and arranges for substitutes in response to staff absences; greets and assists substitutes by providing materials, direction, and information; assures school substitute needs are met, and resolves issues related to staff absences in a timely manner.
- Maintains school master calendars.
- Coordinates, arranges, and prepares for various meetings, conferences, travel and school events; maintains and updates administrative and school appointments, activities, schedules, and calendars; requests facilities, supplies, services, and equipment for meetings and other events as needed.
- Provides various student and staff support services, including but not limited to issuing staff keys and maintaining key inventory, creating and issuing student identification cards, issuing student locker assignments, and assigning telephone extensions.
- Processes, issues, and maintains school facility use permits.
- May coordinate and schedule commencement/promotion ceremonies and activities, including verifying and ensuring student graduation/promotion requirements are met, maintaining graduation/promotion and non-graduation lists of students, ordering diplomas/certificates and attire, and checks diplomas/certificates for accuracy.

- Attends and participates in various meetings as assigned; takes, transcribes, edits, distributes, and maintains minutes as required.
- Trains and provides work direction and guidance to volunteers, students, and staff.
- Provides attendance support as needed.
- If assigned to adult school, enrolls/registers students for classes and testing.
- Performs health duties as needed.
- Performs related office duties as assigned.

QUALIFICATIONS

Knowledge of:

- School office administrative practices, procedures, and terminology.
- Terminology and practices of basic financial, accounting, and budget document processing and record keeping, including accounts receivable and accounts payable.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Worksite/District first aid procedures.
- Office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Skills to provide a high level of customer service.

Ability to:

- Perform a variety of highly skilled and complex secretarial and administrative assistant duties.
- Provide varied and responsible secretarial and office administrative work requiring the use of confidentiality and discretion.
- Understand the organization and operation of the school and District as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and school policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Monitor budget expenditures and revenues.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet time deadlines.

- Operate office equipment including computer equipment and specialized software applications, including but not limited to Microsoft Office applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.
- Type at a rate of 50 words per minute with accuracy.
- Maintain confidentiality.

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade.
- Four (4) years of office administrative or secretarial experience, two (2) years in a school office desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Identification Card or Driver’s License by time of appointment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	I	Lift/carry 0-10 lbs	F
Twist	O	Lift/carry 11-25 lbs	I
Squat	I	Lift/carry 26-40 lbs	O
Kneel	I	Lift/carry 41-100 lbs	N
Climb	O	Stand	I
Reach above shoulder	I	Walk	I
Grip/Grasp	F	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate to loud noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR. Employees may interact with upset staff, students, parents/guardians, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.