

Job Title: **Office Manager, Middle School**
 Job Family: **School-Based Administration Support**
 Pay Program: **Classified**
 Typical Work Year: **10 months**

Job Code: **1302**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 13**

SUMMARY: Responsible for the smooth and efficient operation of the middle school administrative office. Provide administrative assistance, through the use of district information technology systems, to the Principal, administrators, office and school staff and students by answering/screening phone calls, coordinating meetings and events, monitoring staff time and attendance, managing the school’s financial records and transactions, performing various personnel management functions, handling confidential information, receiving and responding to inquiries and requests, supervising office staff, managing crisis situations and preparing correspondence and other written communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for the collection, activity, accounting and reporting of funds for all activities, fees and fines through use of district information technology systems. Including scheduling/approving all building activity requests, scheduling building requests through the use of the district’s scheduler, EMS (Event Management System). Schedule busses for activities. Coordinates event/fundraiser/PTO coordination. Collect and count monies; prepare and make bank deposits; create and submit reports to school and/or Financial Services. Create and submit vouchers and reimbursements to Financial Services for transactions not covered by purchasing card or district financial system. Registering staff for conferences and other trainings.	D/W	20%
2. Perform purchasing card requisitions, through use of district information technology systems, including placing orders for materials, supplies or equipment online or over the phone; receiving, inventorying; and directing incoming shipments; maintaining and organizing invoices and packing slips; and reconciling purchases online through district purchasing system and/or outside vendors by charging purchases to the appropriate accounts. Create and submit system reports and receipts/invoices to Financial Services.	D	11%
3. Provide clerical support to a middle school Principal, administrators and school staff by answering phones, preparing, composing and/or formatting correspondence, documents, newsletters, handbooks, reports and programs; coordinating meetings and school activities including, but not limited to, coordinating meeting dates and appointments, electronically update shared meeting documents, creating monthly/yearly events calendar, ordering refreshments, creating and printing, programs, flyers, agendas, etc.; creating and maintaining filing systems; processing mail; screening face-to-face and telephone contacts; etc., providing information and/or direction to individuals regarding district policies and procedures, , monitoring students sent to the office, coordinating office duties and projects with other personnel as needed. Lead, evaluate, coordinate, train and/or assist with the work of office support staff. Duties include assigning tasks, coordinating coverage, overseeing activities and special projects. Manages building key and access card issuance and tracking.. Creates staff ID cards by uploading information, activating and deactivating all access cards as needed. Provide information and services to students, parents, guardians, staff, and the community as required or requested. Receive and respond to inquiries and concerns regarding building, District, and state policies and procedures and make information available to others as needed, such as Board and District policies and procedures.	D	20%
4. Through the use of district information technology systems, perform duties creating and monitoring the general fund, pupil activity fund, athletic fund, etc.; placing warehouse orders; purchasing unique items from vendors; creating reports; reconciling budgets; and notifying others of available funds.	D	20%

Job Tasks Descriptions	Frequency	% of Time
5. Responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay. Responsible for data input and report extractions, through use of district technology systems, including extra duty pay, absences and preparing payroll. Monitor the automated substitute management system to ensure substitute assignments, responsible for obtaining in-house coverage to ensure all classes are covered for the day, track daily absences. Maintaining Time and Labor which requires making corrections daily and approving time weekly.	D/W	20%
6. Perform site personnel functions including recording and routing professional leave forms for certified staff; completing, submitting and coordinating workers' compensation claims; maintaining yearly evaluation schedules and preparing evaluation packets; word processing Principal's evaluations; creating and maintaining employee personnel files;; and providing input into classified employee evaluations. Coordinate and/or assist with the hiring process, personnel data and files through the use of district technology systems. Organize and screen applications and prepare and submit final hiring information to Human Resources for approval. Maintain and update all personnel changes, including FTE changes, resignations, terminations, leave of absences, transfers and retirements.	M	5%
7. Through use of district information technology systems, assist with the school budget process by preparing and distributing departmental budget request packets, collecting and totaling requests, determining balances available for operational costs, attending budget meetings, utilizing reports to determine and submit budget carryover balances and submitting final budget and account numbers to Financial Services.	A	3%
8. Perform other job-related duties as assigned, which may include assisting students in the health clinic and provide backup coverage, as needed.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of four years of experience in clerical support positions school experience preferred. Office management experience preferred.
- Experience working with middle school students preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.

District RN Medication and Procedure Delegation and Health Aide training may be required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Supervisory and office management skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Knowledge of District and school policies and procedures preferred.
- Accounting and bookkeeping skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite (Word, Excel, PowerPoint and Access) and Google Applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Middle School or Pathways Principal	3081, 3087

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Secretary, Middle School	1	1316
	Office Clerk schools	1	050329
	Registration Specialist, Secondary	1	1303
	Campus Security Officer	1-2	1203
	Health Aide	1	1254
	Student Monitors	0-4	080317
	Family Outreach Liaison	1	1252
	Classroom Paraprofessionals	1-8	various
	Media Technician	1	041123

- Responsible for planning, assigning and directing work; training employees; providing input into performance appraisals; addressing complaints and resolving problems; and assisting supervisor with interviewing, hiring and disciplining employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for performing purchasing card requisitions; creating, monitoring and reconciling school fund accounts; collecting and counting monies for fundraisers, fines and fees; preparing and making bank deposits; collecting receipts and create and submit vouchers; creating and submitting reports to Financial Services for various financial transactions through use of district information technology systems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers, to handle and/ or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	