

WISEBURN UNIFIED SCHOOL DISTRICT

SCHOOL OFFICE MANAGER

DEFINITION:

Under general supervision, to lead the school office administrative support team; to manage the flow of service communication, and processes in an elementary or intermediate school office; to perform a variety of secretarial and administrative support work of above average difficulty; to provide a wide range of information to students, staff, parents, and the public; to maintain varied records; to relieve the administrator of routine office detail; and to perform related work as required.

REPORTS TO: Site Administrator

DISTINGUISHING CHARACTERISTICS:

The position differs from other “secretarial” positions as it performs duties associated with a school office in contrast to other non-school office environments.

EXAMPLES OF DUTIES:

- Answers telephones, greets students, parents, public, law enforcement personnel, and others in school office. E
- Takes messages for administration, staff, and students. E
- Answers a wide variety of questions regarding school schedules; procedures, practices, and policy. E
- Provides school forms and assists in their completion. E
- Operates school intercom and walkie talkie. E
- Relieves the principal of routine administrative duties, and in the principal's absence, uses independent judgment to determine appropriate course of action in an emergency. E
- Interacts with, is supportive of, and presents a positive image to students, parents, staff, public and administration. E
- Provides authoritative information on behalf of the site administrator based upon school policy, procedure and precedent, using good judgment in referring appropriate questions and problems to the administrator. E
- Uses computer or typewriter to type correspondence, lists, bulletins, forms, labels, envelopes, flyers, reports, and other documents; uses standard office word processing and spreadsheet software; enters data to microcomputer to maintain databases such as student registration information and attendance records; enters, formats and retrieves data. E
- Prepares attendance reports for the District Office. E
- Prepares monthly time cards for certificated and classified employees. E
- Completes a variety of forms, following school and District processes to obtain services and materials, and to receive and transmit information. E
- Maintains secondary records of school budget income and expenditures; posts requisitions for warehouse supplies and buy outs; reconciles school budgetary records with official District records, identifies discrepancies and completes transactions necessary to make corrections, processes invoices to authorize payment for goods.
- Uses a variety of software programs and databases to maintain records and generate reports.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office equipment and procedures.
- Basic arithmetic.
- Computer hardware and software.
- Common public relations courtesies, practices, and techniques.
- A second language.

Ability to:

- Perform secretarial work of average difficulty with speed and accuracy.
- Read and interpret specific rules, laws, policies, and procedures and apply them with good judgment in a variety of procedural situations.
- Make arithmetic calculations with speed and accuracy; perform business mathematical functions, and maintain financial records.
- Operate a computer, typewriter and/or FAX machine.
- Perform first aid.
- Establish and maintain indexes and files.
- Work independently with confidential records and materials.
- Type at a speed of 50 words per minute from clear, legible copy.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships. with those contacted in the course of work.
- Understand and speak Spanish.
- Perform other school office functions in the absence of other positions.

Experience:

Two years of increasingly responsible clerical and secretarial experience involving public contact.

Education and/or Licensure:

A high school diploma or its equivalent supplemented by course work in business office management or related field.

WORKING CONDITIONS:

Environment:

School office environment, subject to constant interruptions and noise.

Physical Abilities:

Vision (which may be corrected)	to see small print and maintain records
Hearing (Which may be corrected)	to communicate with students, staff, and parents, and to talk on phone
Speech	to communicate with students, staff, and parents
Dexterity of hands and fingers	to operate office equipment and dispense medication

Sitting for prolonged periods of time	to perform required secretarial duties
Bending at the waist	to work with supplies and administer first aid, if required
Strength	to lift, push, pull, reach overhead and carry objects, which may weigh as much as 25 lbs. on a regular basis

Revised: December, 2021

Approved: 08/17/2022