
WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SCHOOL OFFICE MANAGER

BASIC FUNCTION:

Under the direction of the Site Administrator(s), performs a variety of complex duties relative to the organization and management of school activities at a school site Facilitates communications between staff, students, parents, administrators and the community with confidentiality and sensitivity. Supports the Site Administrator(s) with routine administrative detail by utilizing independent judgement, initiative, tact, patience and courtesy.

ESSENTIAL DUTIES:

Performs secretarial duties for the site administrator(s); composes correspondence, and prepares communications; maintains school calendar; schedules appointments.

Coordinates the school office; greets visitors, students, parents, and the public; manages communication from students, staff, District offices and personnel, other schools, and the public.

Supports and provides work direction for assigned clerical personnel and/or community liaisons for the purpose of providing assistance with their functions and responsibilities.

Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Makes routine administrative decisions based upon existing administrative rules and regulations, Board policy or general instructions received by site administrator(s).

Prepares and accurately maintains a variety of confidential reports, records, and files relating to students, staff, attendance, enrollment, school operations, facilities and activities.

Prepares various materials e.g., letters, memos, emails, bulletins, duty schedules, bell schedules, reports, charts, graphs and statistical data for the purpose of documenting activities, providing written reference, and/or conveying information.

Accesses and maintains information via the District's computerized records-management system.

Processes payroll and related information for certificated and classified employees assigned to the school site.

Assists certificated and classified substitute employees, by providing them with necessary keys, materials, time cards and information.

Coordination of volunteers through TB tests verification, and screening visitors for the purpose of safety and security of our campuses per Board Policies 1240/1250, 4358(a) and Ed Code 49406.

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Operates a variety of office technology and equipment.

Procures supplies and materials (e.g. school supplies, office materials, equipment, etc.) for the purpose of distribution and maintaining availability of required items.

Prepares purchase orders and warehouse requisitions using the district approved purchasing and work order systems.

Responsible for registering, releasing or transferring students; completes enrollment information; processes associated paperwork in a timely and efficient manner.

Monitors students (e.g. referred to office for illness or disciplinary action, late pick up, etc.) for the purpose of ensuring student welfare and maintaining a secure office environment. Provides first aid and cares for ill or injured students.

Maintain student attendance records, including preparation and verification of daily student attendance, entering enrollment information into the attendance system, preparing required attendance reports on a daily, weekly, and monthly basis.

Maintain and update student and staff emergency information, i.e. emergency cards, computer data and disaster preparedness.

Receives, sorts and distributes incoming district and U.S. mail.

OTHER REPRESENTATIVE DUTIES:

May provide office clerical assistance to staff as needed or required.

Make routine administrative decisions regarding students in the absence of the administrator.

Assigned to collect, account for and deposit monies collected in conjunction with fund-raising and other school activities.

May assist the assigned administrator(s) in compiling and maintaining financial records and budgetary data.

Participates in a variety of meetings, workshops, and/or trainings.

Performs other related duties as required or assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to an assigned site administrator.
(2) Supervises assigned office staff, student helpers and volunteers.

Internal Contacts: Continuing contact with teachers, students, personnel at other school sites, as well as District Office personnel.

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External Contacts: Frequent contact with PTA members, parents, the general public, county offices of education, as well as state and county health department offices.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Interpersonal skills, such as tact, patience, and courtesy.

Telephone techniques and etiquette.

The organization and coordination of school office activities.

Modern office practices, procedures and equipment.

Record-keeping techniques and requirements.

Health and safety regulations related to a school environment.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

ABILITY TO:

Maintain confidentiality and utilize discretion in all communications.

Communicate effectively with students, parents, teachers, and the public.

Establish and maintain cooperative and effective working relationships with students, staff and the public.

Operate a variety of office technology.

Perform a variety of secretarial support duties for a school and school administrator(s).

Make arithmetic calculations quickly and accurately.

Prepare correspondence and other communications.

Keyboard at 45 words net per minute from clear copy.

Perform work independently with minimal supervision.

Read, understand, interpret, apply, and explain rules, regulations, policies, and procedures.

Meet schedules, time lines and changing priorities.

Plan, organize and prioritize own work and that of others despite many interruptions.

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Train and provide work direction to others in the daily functions of the office.

Compile and maintain accurate records and prepare reports.

EDUCATION AND EXPERIENCE:

(1) Graduation from high school (2) two years of secretarial or increasingly responsible clerical experience involving frequent contact with the public.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LICENSES AND CERTIFICATES:

Possession of a valid California Driver's License.

The securing of a valid First-aid Certificate issued by the American Red Cross or its equivalent, or completion of the Westminster School District basic first-aid training program, and CPR certification within three (3) months of employment in this classification.

Certification will be updated and maintained.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE:	6/00
APPROVED BY:	<u>Board of Trustees</u>	DATE:	5/89
APPROVED BY:	<u>Personnel Commission</u>	DATE:	9/91
REVISED BY:	<u>Personnel Commission</u>	DATE:	2/25/2020