

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Secretary (Office Manager), Elementary School  
**Date Prepared or Last Modified:** December 21, 2015. Reviewed 2021  
**Work Year:** 10 Months  
**Department:** Elementary School  
**Reports To:** Principal

**SUMMARY:** Manage and perform office operations to provide strong internal and external client services. Provide administrative assistance to the Principal, administrative team, certified and classified staff, students, and community. Manages and maintains financial records, handles general and legal confidential information, manages crisis situations, and may be delegated other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

D 25% Administrator Support: Support and collaborate with the principal to ensure successful implementation of school goals and direction. Duties may include overseeing projects, organizing the principal's calendar, files, correspondence and day to day activities.

D 50% Office Operations: Maintain and direct the operations of the office to ensure a highly organized and efficient office. Duties include quality record management (student, financial, medical, human resource). Duties also include preparing forms, reports, memos, bulletins and newsletters. Maintain and reconcile school financial records and inventory. Prepare deposits and budget requests. Monitor staff absences through automated substitute systems to ensure school coverage. Maintain process of student enrollment and withdrawals. Monitor attendance as necessary.

D 10% Client Services: Ensure a welcoming office environment that supports internal and external needs. Duties include answering phone calls, greeting and directing visitors, providing materials and information. Help with monitoring Background checks of visitors, including the Raptor System. Duties also include supervising students in the office, treat students in the health station, and administering medications.

Ongoing 15% Perform other duties as assigned.

*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.*

**EDUCATION AND TRAINING:** High school diploma or equivalent, plus specialized courses in Business, office management, bookkeeping, and/or office skills.

**EXPERIENCE:** Two to three years' experience in an office environment. Experience with primary aged students preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Requires strong oral and written communication: interpersonal, relations; basic math and accounting; personal computer, keyboarding and word processing; customer service and public relations; critical thinking and problem solving; and organizational skills. English/Spanish bilingual skills may be required. Ability to maintain confidentiality in all aspects of the job; manage multiple priorities; manage multiple tasks with frequent interruptions; and diffuse and manage volatile and stressful situations. Operating knowledge of and experience with Microsoft Office including Word and Excel, and general office equipment such as email, telephones, copier, printer, laminator, fax and 10 key.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** First Aid and CPR certifications. Must be certified to dispense medication to students within 3 month of hire. Criminal background check required for hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Direct reports may include Health Aide, Office Registrar, and Office Paraprofessional. Responsible for planning, assigning, and directing office work as delegated by administration.

*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 DEMANDS** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is required to stand; walk; stoop, kneel, crouch, or crawl; and smell (to discern smoke in the building). The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock due to performing minor maintenance of and/or removing paper jams from copy machines. The noise level in the work environment is usually moderate. Duties include indoor and outdoor student supervision.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to coordinate, compute, compile, and negotiate. Required to compare, analyze, copy, instruct, synthesize, and evaluate.