

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE MANAGER - MIDDLE SCHOOL

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize, coordinate, schedule and perform office activities at a middle school and serve as secretary to the Principal and other administrators; coordinate communications between district and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned; prepare and maintain a variety of reports, records, and files.

REPRESENTATIVE DUTIES:

Organize and coordinate a wide variety of clerical and other office functions and activities in the administrative office of a middle school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.

Serve as secretary and provide administrative assistance to the Principal and other administrators as assigned; make, schedule and arrange appointments, meetings and conferences; prepare and type the Master Calendar of school activities and events.

Communicate with a variety of site and District personnel and administrators regarding school operations and maintenance, payroll and personnel matters, supplies, policies and procedures, student information and budget discrepancies.

Create from rough draft or verbal instructions a variety of written materials including but not limited to correspondence, agendas, flyers, bulletins, forms, lists, packets, memoranda, calendars, requisitions, records, reports, confidential material, maintenance memos, schedules, and school programs.

Compile and organize information for the Principal and other administrators; compose and respond to routine correspondence; record and tabulate data; type, proofread, edit and revise written materials and forms.

Answer phones and greet visitors; take and relay messages; open, sort and route mail; provide information to students,

parents, faculty and site personnel; apply and explain District policies and school procedures and regulations.

Under the direction of the assigned supervisor provide work direction to clerical personnel, student assistants and others as assigned; may provide input in the selection of classified staff as directed.

Operate a variety of office equipment.

Inventory, requisition, order, receive, store and distribute wide variety of supplies, equipment, and office materials; submit and monitor work orders; assure that machines function properly and arrange repairs as needed.

Prepare and maintain a variety of records, files and reports related to payroll and personnel, maintenance and operations, emergency procedures, class coverage, industrial accidents, vandalism, facility use and State and District-mandated reports and forms; maintain confidentiality of information related to students and personnel.

Prepare and maintain a variety of records, timesheets, files and reports related to payroll for certificated, classified and other personnel as required; maintain accurate records of substitute teachers and accounts to be charged; maintain accurate absence records and prepare substitute time sheets; receive and distribute paychecks.

Oversee and arrange for certificated and classified substitutes, assist in orienting substitute personnel; provide keys, directions, assistance and instructional and other materials to substitute personnel; verify assignment, submit timesheets and oversee work agreements for site personnel including coaches and hourly employees performing extracurricular work.

Greet, monitor and check-in/out visitors entering main door; supervise students waiting in the main office.

Participate in the receiving and inspection of deliveries and work order shipments; inspect for damage and conformity to purchase order specifications and packing slips; distribute deliveries to appropriate personnel.

Collect and account for monies collected in conjunction with school activities and field trips according to established procedures; coordinate bus transportation for field trips; prepare bank deposits, maintain site budget records as assigned.

Monitor budget entries and maintain current and accurate records of monies spent; process petty cash and budget requests.

Assist in updating content on school website and school newsletter.

Enroll, register and schedule new students; complete enrollment information; complete records for the release or transfer of students; verify immunization, residency, guardianship, and immigration requirements for enrollees, as needed.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Coordination of duties, assignments and clerical staff in the administrative office of a middle school.

Organization and management of a middle school office.

Secretarial, clerical and administrative assistance duties required to support a middle school administrator.

Coordination of office aspects of diverse programs and activities.

Organizational skills and public relations techniques.

Financial and statistical record-keeping.

Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.

Record-keeping filing and proofing techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Collective bargaining agreements.

Basic arithmetic skills.

Student and personnel confidentiality laws.

ABILITY TO:

Organize, coordinate and prioritize a wide variety of clerical and secretarial activities and functions in the administrative office.
Assist in administrative detail and respond to routine inquiries.
Organize, schedule and maintain the Master Calendar for diverse activities, programs and events.
Coordinate and facilitate communications between District and site personnel, students, parents, community organizations and the general public.
Coordinate work flow, duties, assignments and clerical personnel to accomplish goals effectively and efficiently.
Understand and follow oral and written directions.
Communicate effectively with students, parents, staff and administration.
Read, interpret, apply and explain rules, regulations, policies and procedures pertaining to position.
Complete work with many interruptions.
Work confidentially with discretion.
Maintain records and prepare reports.
Type at 30 words net per minute from clear copy.
Take and transcribe from notes or any form of dictation accurately.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency including or supplemented by course work in business, office management or related field and four years of increasingly responsible clerical and secretarial experience preferably including one year of experience in a school office setting.

WORKING CONDITIONS:

Middle school office environment subject to demanding timelines and constant interruptions. Subject to exposure to communicable diseases.

Job Study-1/2020