

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE MANAGER - CHILDREN'S CENTER

BASIC FUNCTION:

Under the direction to the assigned supervisor, organize, coordinate, schedule and perform office functions at a children's center where the programs and activities are complex and diverse; serve as secretary to the Children's Center Supervisor and staff and coordinate communications between administrators, District and site personnel, parents, 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:

Serve as secretary and provide administrative assistance to the Center Supervisor; make, schedule and arrange appointments, meetings & conferences.

Perform a variety of technical clerical duties in support of an assigned function; coordinate office activities to reduce administrative detail for assigned supervisor.

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.

Maintain confidentiality related to information of students, parents and personnel.

Assist the Children's Center Supervisor in routine administrative duties and in the Children's Center Supervisor's absence, use independent judgment to determine the appropriate course of action regarding emergency situations.

Collect, input, maintain, save and provide accurate, up-to-date computerized information regarding enrollment, monthly attendance, identification/emergency information, class lists, and other pertinent data as required.

Prepare the certificated and classified payroll; maintain accurate absence records and reports and prepare substitute time sheets.

Prepare type and duplicate a variety of items including proposals, contracts, reports, agendas, minutes and student records.

Coordinate master calendar; assist in communicating to others regarding meetings, appointments, activities or announcements; make appointments, schedule meetings or conferences, arrange interviews for supervisors and others; coordinate meetings, conferences and workshops as assigned including assembling, typing and duplicating materials.

May collect and account for fees and other monies received; maintain office or program budget according to established guidelines; type requisitions and process invoices according to established procedures; prepare bank deposits.

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.

Enroll new students. Check new enrollees for immunization, residency, guardianship and immigration requirements; complete records for the release or transfer of students.

Prepare and maintain a variety of records, files and reports related to payroll and personnel, industrial accidents, maintenance and operations, class coverage, attendance, supplies and inventory, vandalism, facility use and State and District-mandated reports and forms.

Answer and screen phone calls and greet visitors; take and relay messages; provide information to parents, faculty and site personnel. Apply and explain District policies and school procedures and regulations including health requirements and necessary forms in the absence of health personnel; refer to agreements for classified and certificated personnel as needed.

Coordinate and facilitate communications and serve as liaison between District and site personnel, other school districts, parents, school and community organizations, business and the general public.

Compile and organize information for the Children's Center Supervisor; compose and respond to routine correspondence; open, sort, review, screen and route District and US Mail including bulk mailings. Collect and correct appropriate information, complete and expedite State and District required forms and reports.

Administer first aid and authorized medications in accordance with established policies and guidelines; maintain composure and respond effectively in emergency situations taking appropriate action.

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.

Communicate with a variety of site and District personnel and administrators to coordinate school operations, such as maintenance, personnel matters, supplies, Board policies, procedures, student attendance, records and concerns; exchange information as appropriate.

May organize, prepare and maintain the calendar for school and outside events; schedule and arrange the use of campus facilities by school, public and community groups.

Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a children's center; prioritize duties and assignments to assure efficiency and effectiveness and meet established time lines.

Establish and organize the key distribution system for school buildings, facilities and classrooms; determine individual needs for keys; check keys in and out and maintain appropriate records.

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

Maintain confidentiality of variety of sensitive materials and information.

Receive and verify applications for services; recommend status of eligibility for prospective program participants as assigned; maintain records such as enrollment, attendance and absence verification.

Perform other duties as assigned related to the job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and coordination of duties; assignment and clerical staff in the administrative office of an children's center school.

Organize and management of a children's center school office.

Secretarial, clerical and administrative assistance duties required to support a children's center administrator.

Coordination of office aspects of diverse programs and activities.

Organizational skills and public relations techniques.

Financial and statistical record-keeping.

Record-keeping techniques 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.

Basic First Aid procedures.

Health and safety regulations pertaining to position.

District organization, operation, policies, collective bargaining agreements, and objectives pertaining to position.

Applicable sections of State Education Code and other applicable laws.

District disaster preparedness procedures.

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

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 of a children's center school.

Assist in administrative details and respond to routine inquiries.

Work independently

Organize, schedule and maintain calendar for diverse activities, programs and events.

Coordinate and facilitate communications between District and site personnel, parents, community organizations and the general public.

Understand and follow oral and written directions.

Communicate effectively with parents, staff and administration.

Read, apply and explain rules, regulations, policies and procedures pertaining to position.

Perform duties effectively with many demands on time and constant 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 two years of increasingly responsible clerical and secretarial experience involving public contact.

LICENSES AND OTHER REQUIREMENTS:

Must obtain First Aid and CPR Certificate within six months of employment and keep certification up-to-date.

WORKING CONDITIONS:

Children's Center school office environment subject to demanding timelines and constant interruptions. Subject to exposure to communicable diseases.