



South Lane School District

Job Description

Job Title: Office Manager I
Assignment: Small Elementary School/program
Reports To: Principal/Administrator
Evaluated By: Principal/Administrator

JOB SUMMARY

This position is responsible for providing direct support for the school principal/administrator, maintaining student/program and financial records, providing general administrative office support and greeting school/program patrons. Handles daily work pressures, requiring a volume of work which must be completed within a specified period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Provides administrative support to building principal/administrator including, but not limited to preparation of presentations, memos, newsletters, publications, budget tracking, calendar management and correspondence to staff, parents, students and community members.
3. Coordinates all functions of the school office/program, including administrative, staff and student activities, and communicates this in various ways.
4. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
5. Serves as substitute coordinator for the building/program, contacting substitutes for all staff as required.
6. Performs general office duties including answering multi-line phones, ordering supplies, greeting the public, completing work orders, typing, copying, filing, sorting and handling incoming and outgoing mail.
7. Maintains accurate records that may include daily attendance records (truancy, tardies, excuses, and reporting), check-in/check-out, status (enrolling, withdrawing, etc.) and updates student database as required. Fulfills requests for records by phone and written correspondence.
8. Directs and maintains site financial operations, including student body accounts, parent club, leave accounting, payroll, purchase orders, writing checks, making deposits, and balancing and reporting.
9. Follows and administers medical protocols for students and provides first aid to staff and students and maintains an accurate log of distribution consistent with District policy(ies).
10. Supervises students in main office area.
11. Manages special projects and school events as assigned by principal.
12. Appropriately maintains and secures highly confidential records and inquiries.
13. Maintains appropriate certifications and training hours as required.
14. Attends work regularly and is punctual.
15. Provides direction to other office employees performing clerical and secretarial responsibilities and check work for conformation to office and district procedures.

16. Manages building safety procedures and protocols under the direction of the principal.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Troubleshoots, coordinates services and supplies of office machinery (copy, fax, postage meter, etc.)
2. Coordinates Field Trips and transportation issues with Transportation Department
3. Attends all relevant staff meetings and in-service trainings.
4. Schedules use of building.
5. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

Direct and coordinate the work of all other office personnel. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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/or Experience:** High school diploma or General Education Diploma (GED) and minimum two years related experience in typing, general clerical and/or training or equivalent combination of education and experience. Associates Degree preferred. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare a variety of complex correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to handle large amounts of money and account for monies received. Ability to perform low level accounting functions.
- **Reasoning Ability:** Ability to solve practical problems involving several variables in a variety of situations where only limited supervision exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets, accounting and word processing software.

Ability to proficiently use the following programs: MS Word, Excel, Outlook, Blue Bear, Pentamation, and Cognos. Ability to create graphs and charts in Excel. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License and ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms; use a keyboard monitor. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

Signature:

Date:

Office Manager-I

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