

CARDIFF SCHOOL DISTRICT SCHOOL OFFICE MANAGER

DEFINITION:

Under the direction of the site Principal, oversee, coordinate, organize and perform the day-to-day secretarial and administrative functions at an assigned school office; provide secretarial assistance to the Principal relieving him/her of administrative details; serve as liaison between students, staff, parents, District personnel, and the community.

TYPICAL DUTIES:

- Oversee, coordinate, organize, and perform the day-to-day secretarial functions of the school office; provide leadership to school administrative activities frequently in the absence of the Principal; serve as liaison between students, staff, parents, District personnel and the community; provide information regarding school and District rules, policies and procedures; maintain confidentiality of materials and information.
- Prepare, maintain and update student records in areas related to attendance, discipline, emergency, health and other student records as assigned; enter, maintain, and update data in a variety of databases to compile data, run reports and labels, and produce other communications; maintain cumulative record files for students.
- Provide secretarial assistance to the Principal relieving him/her of administrative details; compose, type, and edit letters, bulletins, memos, agendas, and other documents as assigned; receive, open, prioritize, and distribute mail; utilize an “all call” notification system to alert parents by phone of emergency situations as needed; make arrangements, prepare materials for, and participate in a variety of meetings as needed; schedule appointments and make referrals as appropriate; maintain calendars for School Principal as needed; prepare and maintain school master calendar; update school website as needed; maintain office files.
- Manages substitute process including monitor sub-calling system for personnel absences; arranging for substitutes as necessary; coordinate coverage for classrooms until substitute can be located; provide substitutes with keys; collect and verify accuracy of information on substitute timesheets; ensure substitute timesheets match staff absence forms.
- Collect, organize, record, and verify for accuracy a variety of data related to daily student attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.
- Prepare, compile, and verify for accuracy various reports such as daily student attendance, enrollment, student body funds, staff absence reports and other assigned reports according to established timelines;
- Collect and account for monies collected in conjunction with school activities; secure monies and processes according to established procedures.
- Provide support to staff including providing various information, assisting with field trips, completing forms, distributing mail, and preparing reports.
- Manage school site registration process; prepare enrollment and transfer forms; assist parents with proper completion of forms; maintain current emergency card and student database information; request new student files; orient new families and students to the school; complete records for the release or transfer of students.

- Perform health-related duties in the absence of the Health Office staff; administer routine first aid to students and staff as assigned by the position; dispense medication according to physician instructions and District policy; enter necessary information in the medical log, notify parents of ill or injured students, prepare exposure notices and accident reports as needed.
- Operate a variety of office equipment including a computer and assigned software, telephone, calculator, copier/scanner, communications equipment, and other school office equipment as needed; arrange for repair and maintenance of equipment as needed.
- Train and provide work direction to office staff and volunteers as needed; provide input during performance evaluations as requested.
- Assist the Principal and District office staff with scheduling the use of facilities by the community; maintain related records.
- Requisition, receive, store, and distribute supplies and office materials; maintain materials and equipment inventory as assigned; prepare work order requests.
- Supervise students sent to the office for disciplinary actions; assist with completing disciplinary reports as needed; prepare suspension letters to send to parents and the District Office as needed.
- Oversee worker's compensation program for the school site; complete required forms and reports.
- Coordinate sixth-grade camp registration process; collect, review, and submit registration documents.
- Coordinate District and state testing and assessment for the school site; distribute, collect, and package test materials; send test results home to parents and file results in student cumulative file.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Office management techniques
- Modern office practices, procedures and equipment
- School office terminology, practices and procedures
- Laws, codes, rules and regulations related to assigned activities
- Operation of a computer and assigned software
- Correct English usage, spelling, grammar, punctuation and vocabulary
- Techniques in directing the work of others
- Record-keeping techniques, filing systems, and information management
- Basic bookkeeping skills
- District organization, operations, policies and objectives
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Receptionist and telephone techniques and etiquette.
- Basic First Aid Techniques

Ability to:

- Manage the front office at an assigned school.
- Assist the Principal and perform a wide variety of administrative duties to coordinate school office activities.
- Perform public relations and communications services for the Principal.

- Add, subtract, multiply and divide quickly and accurately.
- Compose correspondence independently.
- Complete work accurately with constant interruptions.
- Work independently with little direction.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines and equipment.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and deadlines.
- Anticipate, plan and organize work.
- Train and provide work direction to others.
- Compile and maintain organized and accurate records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assure the safety and welfare of students and staff including performing health-related duties as assigned.

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent and two years of increasingly responsible office/secretarial experience performing the typical tasks described above. In addition, formal training in secretarial procedures and skills is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certification issued by an authorized agency within six months of employment.

Typing/keyboarding certificate at a net, corrected speed of 50 words per minute.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk to hear. The employee is frequently required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.