

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: SCHOOL OFFICE COORDINATOR

BASIC FUNCTION:

The School Office Coordinator position is unique, primarily because of the range of activities handled in an atmosphere of continual interruptions and pressure. Under general supervision of the site administrator, the School Office Coordinator serves as office manager, performs a variety of organizational and secretarial duties including those responsibilities of a confidential nature dealing with personnel matters, confidential student and employee information as well as files and payroll. Duties performed are designed to relieve the administrator of office and routine responsibilities by planning, organizing, and participating in the school office administrative operation.

REPRESENTATIVE DUTIES:

1. Performs diverse managerial responsibilities within areas and limits of authority as delegated by the school principal.
2. Exercises independent judgment, discretion and initiative in resolving situations arising in an administrator's absence.
3. Oversee and coordinate the execution of school emergency protocols, including the operation of school alarm systems, coordinating 9-1-1 and other emergency calls, completing relevant reports, notifying the district office, and ensuring timely communication with administrators.
4. Performs a wide variety of secretarial work, including utilizing modern software applications and platforms for document processing, communication, and data management, proofreading, filing, recording information, processing and distribution of all correspondence, much of which is of a confidential nature, registering students as needed and maintaining student records as assigned.
5. Maintains a high degree of confidentiality regarding all aspects of the school site operation.
6. Manages office personnel, organizes and expedites the work flow of the school site; assist staff with routine paperwork and deadlines, train and offer guidance and direction to other school personnel as needed.
7. Acts as a key resource for school-related information, serving as a liaison between schools, departments, the district office, and other locations. Provides accurate and relevant information and guidance to students, parents, staff, and visitors, ensuring clear communication and efficient resolution of inquiries.

8. Operate a variety of office equipment and technology, including computers, printers, scanners, copiers, and other digital tools,
9. Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area.
10. Establishes, maintains, and insures proper use of confidential files, which may include student, personnel, and payroll records.
11. Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use.
12. Request substitutes as needed; greet and assist substitute teachers by providing keys, maintaining and updating substitute folders and pertinent information; monitor attendance of substitutes.
13. Requisition, receive, store, and distribute school supplies and office materials; maintain material and equipment inventories.
14. Exercises diplomacy in answering questions and resolves situations involving students, parents, volunteers, public, site staff and district personnel through knowledge of school policies and general district rules and regulations.
15. Performs first aid and cares for injured/ill students, taking responsibility for student welfare in the absence of health clerk or district nurse. Dispenses medicine to students according to physician's orders.
16. Maintains and retrieves financial records, such as school budget, student body accounts, or other school accounts.
17. Performs other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an administrative office including purchase requisitions, budgets, expenditures, and work orders.

Professional telephone techniques, including proper etiquette and customer service strategies

Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools (e.g., Google Workspace, Microsoft Office, Informed K12)

Record-keeping, document management, and data entry techniques, including digital filing and compliance with privacy regulations (e.g., FERPA)

School office terminology, practices, and procedures, including familiarity with student enrollment, attendance, and scheduling systems

Health and safety regulations relevant to school environments, including emergency protocols and first aid practices
Correct English usage, including grammar, spelling, punctuation, and professional written communication
District and school organizational structure, operations, policies, and procedures, with the ability to navigate internal systems effectively
Applicable sections of the State Education Code, district policies, and other legal regulations governing school operations
Interpersonal skills using tact, patience, and courtesy when dealing with students, staff, parents, and community members
Technical aspects of the position's specialty, including the use of data management software, reporting tools, and other relevant technologies

ABILITY TO:

Establish/maintain rapport and positive working relationships with all stakeholders including students, parents, staff, volunteers and the community
Perform secretarial work without continuous supervision and coordinate the work of others
Maintain a professional demeanor at all times
Perform and coordinate difficult office, secretarial and clerical work involving independent judgment and requiring accuracy and speed
Establish and implement revised office procedures as needed
Ability to multi-task and implement strategies to ensure efficient practices of office management
Understand, interpret rules and written directions and apply to specific situations
Compose correspondence independently
Analyze situations effectively and adopt an effective course of action
Set and adhere to schedules and timelines
Perform duties effectively with many demands on time and constant interruptions
Plan and organize work
Work confidentially with discretion
Communicate effectively both orally and in writing
Understand and follow oral and written directions
Type at 50 words net per minute from clear copy
Work independently with little direction

EDUCATION:

Any combination equivalent to: High School Diploma, GED, or Certificate of Completion including or supplemented by courses in secretarial science or related business courses

EXPERIENCE:

Four years of experience in increasingly responsible secretarial experience which has included the exercise of independent judgment, preferably including experience in a public school system

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and First Aid Certificate issued by the American Red Cross or District approved organization (within 6 months of employment).

WORKING CONDITIONS:

School office environment; subject to many demands on time and constant interruptions; Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift carry, pull, push up to 35 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; clear speaking and the ability to hear normal voice conversation; exposed to contagious illnesses (e.g. colds, flu); work with tight deadlines; work in difficult interpersonal situations (e.g. upset parents, uncooperative coworkers).

SALARY RANGE: 68

ADOPTED BY PERSONNEL COMMISSION: November 6, 2024
ADOPTED BY BOARD OF EDUCATION: November 19, 2024