

## JUNCTION ELEMENTARY SCHOOL DISTRICT

### School Office Manager 211 Day Calendar

#### **Brief Description of Position**

Under the supervision of the Site Principal, to perform any of a variety of regular clerical record keeping, record checking, filing, and typing duties which follow particular routines; to conduct or answer questions from parents, students, or public on a variety of matters; and to do other work as required.

#### **Duties and Responsibilities**

1. Greets all visitors in a friendly, courteous, and professional manner, determines their needs, checks availability and directs them to the appropriate person/department.
2. Answers telephones and takes messages in a professional manner and provides information as needed.
3. Updates Readerboard
4. Performs general clerical tasks that may involve scheduling meetings.
5. Works with transportation and cafeteria to ensure field trips, transportation of students to and from school and special activities are coordinated.
6. Assembles, proofreads, and reviews a variety of data for completion.
7. SEIS (Special Education Information System), Data Input, upload files and fix errors as they arise. Work side by side with the Special Education Director to maintain IEP timelines.
8. Attend SELPA meetings as needed
9. Maintain Special Ed Calendar
10. Acts as ReadySub Substitute Finder-Works within the system as necessary to procure substitutes.
11. Process InterDistrict transfer paperwork to the Principal for approval/denial and coordinate with the District Office.
12. Process time cards to Columbia
13. Verify Preschool and Aftercare Payments and submit to Columbia for processing
14. Maintain/organize substitute requests/paperwork for classified and certificated employees
15. Assists in school-site technology support for instructional/non-instructional staff.
16. Copies materials and prepares mailing lists.
17. Operates and maintains a variety of standard office machines, including computers.
18. May administer minor first aid to pupils.
19. Aeries Master Schedule set up. (Registrar will assist)
20. Enters Student Discipline into Aeries
21. May prepare materials for workshops and special events.
22. Maintains log of keys provided to teachers, student teachers, substitutes and others as needed
23. Gives receipts for all money accepted and assists with cash verification and deposits.
24. May process student report card data.
25. Prepares Awards and Certificates for school-wide assemblies.
26. Coordinates and prepares Student of the month award including lunch
27. Coordinates with 8<sup>th</sup> grade teachers for graduation activities.
28. Sorts and distributes district mail.
29. Serves as Foster Youth/Homeless Liaison.
30. Receives complaints, supplies information, and makes appropriate tech referrals.

31. Performs other duties as reasonably related to this position and as are assigned by the Principal.
32. Maintains a high level of public image in all contacts.

### **Qualifications**

1. High school diploma or equivalent.
2. Completion of appropriate college course work desired.
3. Three years of broad, varied and increasingly responsible experience in the clerical and secretarial work preferably in the field of public education.
4. Valid First Aid Certificate
5. Mechanical skills – accurate typing at not less than 45 wpm, as evidenced by appropriate typing certificate (issued within past 6 months); knowledge of correct English usage, spelling, grammar, punctuation, and composition; modern school office practices, methods, and procedures; standard school filing and recording systems; standard office machines.
6. Ability to:
  - Perform a variety of basic clerical work involving use of independent judgment and requiring accuracy and speed.
  - Operate standard office equipment, including Work computer software.
  - Make basic mathematical calculations with accuracy and speed.
  - Post, check records, file and alphabetize rapidly and accurately.
  - Receive and give information over the telephone or in person in a courteous and professional manner.
  - Work efficiently under pressure with frequent interruptions.
  - Understand and carry out oral and written instructions.
  - Maintain cooperative working relationships with staff and public
  - Communicate effectively with students, staff, and the general public.
  - Read, understand, and explain standard district policies.
  - Accurately complete daily school attendance accounting reports and monthly attendance accounting summaries, categorical program forms and reports.

### **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 sit; stand; walk; use hands to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to climb or balance; stoop; kneel; or crouch. The employee frequently reaches with hands and arms.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **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 employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, and extreme heat. The noise level in the work environment is usually moderate.

ADOPTED: 10/16/19

Revised: 09/14/21

Revised: 4/22/25