

SCHOOL OFFICE MANAGER

JOB SUMMARY

Under general supervision of the school principal, using considerable secretarial and decision-making skills, performs varied clerical and secretarial functions in a school office; coordinates the secretarial and clerical functions of a school office; performs public relations and communications services for the principal.

DISTINGUISHING CHARACTERISTICS

Positions in this class are located at a school site and are characterized by frequent contacts with parents, teachers and students. Incumbents in this class coordinate the school office. May assign clerical work to lower level clerical employees. Relieves the site supervisor of routine administrative functions.

EXAMPLES OF DUTIES

Serves as secretary to the principal; coordinates the secretarial/clerical work of a school office; assists the principal and vice-principal in coordinating the operating procedures, communications and administrative support functions of the school office; receives visitors, answers the telephone and responds accordingly; explains policies, rules, laws and regulations to students, teachers and parents; arranges for transportation as necessary, including notification to parent or authorized individual when a child is not picked up after school; composes and types a variety of materials from rough drafts or instructions, gathers data to prepare a variety of Federal, State, and/or media materials; develops and maintains filing systems which include confidential records; assists in the enrollment and transfer of students; compiles attendance data, reviews student attendance rosters, verifies absences and maintains a log of verified absences; prepares time reports; supervises the conduct of students within the office; collects and accounts for money, monitors budgets and may maintain records on several accounts on a regular basis throughout the year; maintains material and equipment inventories; requisitions, receives, stores and distributes supplies; processes work orders; administers first aid and contacts appropriate emergency assistance as necessary, under proper authorization, holds and distributes medication to students; may assist with the preparation of class materials; assists with special events; admits returning students to classes; may train and coordinate the work of other clerical employees and student assistants; operate computer and software systems to input or retrieve data and generate reports; operate two-way radio as assigned; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Any combination equivalent to graduation from high school supplemented by coursework in clerical and secretarial practices.

Experience: A minimum of three years of responsible clerical experience involving meeting the public. Computer experience required including use of word processing, spreadsheet and database management programs. Prior experience in a school setting preferable.

Knowledge of: Modern office practices, procedures and equipment, including business correspondence, filing and the operation of various kinds of office equipment; First aid practices and health and safety regulations; fiscal recordkeeping practices and procedures, correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills, interpersonal skills using tact, patience and courtesy; receptionist and telephone techniques and etiquette.

Ability to: Pass a typing skills test at 50 wpm; compose correspondence independently; learn, understand and interpret written directions, rules, regulations, laws and policies and apply them to

specific situations; keep numerical records and compile reports; establish and maintain effective working relationships with others; inspire confidence and obtain cooperation of children, parents, teachers and public; coordinate the work of other employees; schedule and plan clerical work without supervision; operate standard office machines including computer terminals; administer basic first aid to ill or injured children; maintain confidentially.

Certificates and other requirements: Candidate will be required to obtain a Red Cross First Aid Certificate by the end of the probation period. Some positions in this class may require bilingual skills.

Physical Standards

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder. Possible Exposure to blood-borne pathogens, body fluids and communicable disease.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required. The ability to learn and administer first aid and CPR is required at the school site.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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