

Job Title: **Office Manager, High School**
Job Family: **School Based Support**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **1301**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G 13**

SUMMARY: Responsible for the smooth and efficient management of the high school administrative offices. Provide administrative support to the principal, administrators, staff and students. Coordinate meetings and events, handle confidential information, respond to inquiries and requests, coordinate the hiring process and personnel data, compile reports, manage building keys, manage crisis situations and prepare correspondence and other confidential written communication. Responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time varies based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide comprehensive administrative support to the high school Principal, administrators, and staff. This includes answering phones, preparing documents (correspondence, newsletters, reports, etc.), arranging printing and distribution, and coordinating meetings and events (dates, appointments, refreshments, agendas, minutes, etc.). Maintain office machines and filing systems. Compile and analyze data for reports using district technology systems.	D	30%
2. Provide information and services to students, parents, staff, and the community. Provide information on building, District, and state policies and procedures. Receive and respond to inquiries and concerns regarding building, District and state policies and procedures and make information available to others as needed, such as Board and Superintendent policies and procedures, staff development information and medical and safety alerts. Act as the school's main contact to confirm and verify that all building locations are secure in an emergency situation.	D	30%
3. Coordinate and/or assist with the hiring process, personnel data and files through the use of district information technology systems. Organize and screen applications and prepare and submit final hiring information to Human Resources for approval. Maintain and update all personnel change, including FTE changes, resignations, terminations, leaves of absence, transfers and retirements. Responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay. Responsible for data input and reports extraction, through use of district information technology systems, including extra-duty pay, absences, preparing payroll and HR documents. Assist with budget development.	D	25%
4. Provide back-up coverage for all office support staff as needed. May serve as back-up for health clinic duties such as evaluating sick or injured students and administering medications or basic medical care; responsible for the security and distribution of school building keys, including tracking, monitoring, maintaining, issuing, collecting and updating records on all building keys and security cards for staff, District personnel and fire and police departments. Act as the school's main contact to confirm and verify that all building locations are secure in an emergency situation. Lead, evaluate, coordinate, train and/or assist with the work of office support staff. Duties include assigning tasks, coordinating coverage, overseeing activities and special projects	D	12%
5. Perform other job-related duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of four years of experience in clerical support positions. Office management experience preferred.
- Experience working with students preferred.
- Must successfully complete current district training for supervision of Classified Staff within 1 year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.
- District RN Medication and Procedure Delegation and Health Aide training may be required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Time management, organizational and prioritization skills.
- Supervisory and office management skills preferred.
- Accounting and bookkeeping skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow the Board of Education policies, District Policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite (Word, Excel, PowerPoint and Access) and Google applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, High School, Principal, Alternative High School or Director of Career and Tech Ed	3080, 5006, 3087

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Receptionist	1	1321
	Bookkeeper – High School	1	1001
	Secretary, High School	7-8	1315
	Office Clerk, Schools	4	050329
	Data Entry Clerk	1	1330
	Cooperative Business Experience Employee	0-2	

- Responsible for planning, assigning and directing work; training employees; providing input into performance appraisals; addressing complaints and resolving problems; and assisting supervisors with interviewing, hiring and disciplining employees and the Cooperative Business Experience student/employee.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for the monthly verification of purchase card expenditures through use of district information technology systems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands or fingers to handle and/or feed				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	