

Job Title:

Bellevue Union School District

PositionTitle:	School Office Manager		Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:		Board Approval Date:	
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General Description

Under general supervision, lead the school office administrative support team; to manage the flow of service, communication, and process in a school office; to perform a variety of responsible and difficult secretarial and administrative support work; to provide a wide range of information to students, staff, parents, and the public; to maintain varied legal and administrative records; to relieve the administrator of routine office detail; and to perform related work as required.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

Class Characteristics

Positions in this class serve as the secretary to the principal and office manager of an elementary school office. Employees guide school office staff; assign overload and project work; train new workers and check work, though do not evaluate or provide first level supervision. Employees in this position are responsible for maintaining an accurate and up-to-date student information system, confidential student records for staff and student attendance accounting functions performed in the school office. Employees have a high level of responsible contact with parents, students, and staff of the school and work in an environment with a high level of interruption.

Example of Duties

The tasks listed in this section are representative of duties assigned to this position. This list is not intended to be exhaustive of all of the tasks assigned to this position, and it is not assumed that all of the tasks may be assigned to any one person in this position.

1. Answer telephone; greet students, parents, public, and others in school office; take messages for administration, staff, and students; answer a wide variety of questions regarding school schedules, procedures, practices, and district policy; provide school forms and assist in their completion; operate school intercom and two-way radio.*

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2. Receive and record parent reports of students absences; receive teacher registers and post daily attendance in district systems; place telephone calls to parents to verify students absences; compile monthly attendance reports; maintain student attendance files, documentation, and records for auditor review; prepare SARB letters and related documentation.*
3. Develop in a word process document correspondence, list, bulletins, forms, labels, envelopes, flyers, reports, newsletters, and other documents; use standard office word processing, desktop publishing, database, spreadsheet software; enter data to maintain specialized databases, such as student information and attendance database; enter, format, and retrieve data.*
4. Complete variety of forms, following school and district processes to obtain services and materials, and to receive and transmit information; prepare accident reports.*
5. Maintain records of school income and expenditures; maintain records of fundraising activities, count money, and make bank deposits.*
6. Establish and maintain filing systems; update and maintain student cumulative record and health files according to district procedures.*
7. Maintain strict confidentiality of privileged information.*
8. Develop and maintain calendars and schedules of school activities, administrative appointments, deadlines for specific processes, and facility use; keep the web-base school calendar updated.*
9. Train and provide lead supervision for clerical personnel; assign tasks in accordance with established priorities; modify assignments to accommodate staff absences and special project work; check work for accuracy and conformance with district standard; make corrections and counsel office staff on work standard.*
10. Register students, check residency, verify guardianship, request cumulative records, obtain immunization records, obtain emergency information, prepare student records, and enter data into the student information system; revise student data as changes are reported; conduct class counts to obtain enrollment data; maintain records of enrollment and prepare periodic reports of school/grade enrollment and class size; send records of disenrolled students to other districts, upon request.*
11. Receive, sort, and distribute mail for school and office; receive, sort, stamp, and distribute instructional materials and books; conduct physical inventories.*
12. Order, receive, store, and distribute supplies and materials; stock copy equipment with paper and toner.*
13. Provide authoritative information on behalf of the site administrator based upon school procedures and precedent, using good judgement in referring appropriate questions and problems to the administrator; compose routine correspondence independently.*
14. Schedule meetings, appointments, assemblies, conferences, and facility use.*
15. Call daily for report of assigned substitute employees and absent staff; orient substitute employees to site, provide keys and other information to substitute teachers; prepare substitute evaluation forms; prepare employee absent reports; maintain employee time records; prepare time cards.*
16. Administer first aid and dispense medication in accordance with district policy; call parents to report student illness and injury; in instances of emergency, call emergency medical services personnel; monitor students who have known chronic medical conditions in accordance with physician instructions; check students for head lice and perform rechecks when students return to school.*
17. Assist teachers in completing conference and reimbursement request forms.*
18. Follow established emergency preparedness procedures during drills and emergency situations; maintain

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emergency preparedness records.*

19. Direct and supervise students sent to the office.*
20. Operate and serve as key operator of standard office equipment such as photocopiers, fax, calculators, computers and other related equipment.*
21. Interact with, be supportive of, and present a positive image to students, parents, staff, public, and administration.*
22. Participate in employer mandated training and retraining programs.*
23. Perform related duties as assigned.*

*Task statements such as coded are essential elements of the position pursuant to the American with Disabilities Act of 1990.

Qualifications

1. Demonstrated knowledge of principles and procedures of administrative and school office organization, including administrative office protocols, work scheduling and calendar development, advance filing system, business correspondence, reporting formats, and business telephone etiquette.
2. Demonstrated knowledge of advanced administrative office public relations techniques.
3. Demonstrated knowledge of applicable state laws, district policies, procedures, and other regulations governing the assigned area of responsibility within an elementary school.
4. Demonstrated ability to maintain accurate and up-to-date student records in the student information system.
5. Demonstrated ability to use office related equipment and technology.
6. Demonstrated ability to use proper English grammar, punctuation and spelling.
7. Demonstrated ability to use general arithmetic skills.
8. Demonstrated ability to use record keeping procedures.
9. Demonstrated ability to use standard office software including word processing, desktop publishing, database, spreadsheet, and graphing.
10. Demonstrated ability to perform responsible and difficult secretarial and record keeping work with speed and accuracy.
11. Demonstrated ability to plan and coordinate school office operations to meet deadlines and established standards.
12. Demonstrated ability to plan, organize, and lead the work of assigned office assistants.
13. Demonstrated ability to use good judgment in recognizing scope of authority in making decisions based upon school protocols, accepted procedures, and established precedents in the absence of the principal.
14. Demonstrated ability to serve as an authoritative resource for various information to parents and staff.
15. Demonstrated ability to operate a computer with efficiency to word process and record process and to use a typewriter style keyboard accurately and efficiently at the approximate correct of 50 words per minute.
16. Demonstrated ability to make clear and comprehensive reports and keep difficult records independently.

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17. Demonstrated ability to understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others.
18. Demonstrated ability to analyze situations and develop effective courses of action.
19. Demonstrated ability to devise and adapt work procedures and record keeping systems.
20. Demonstrated ability to communicate effectively, both orally and in writing, displaying tact, patience, and judgment.
21. Demonstrated ability to proofread for and correct spelling, grammatical, and punctuation errors.
22. Demonstrated ability to meet deadlines.
23. Demonstrated ability to adjust to frequent changes in work load, assignments, priorities, and procedures.
24. Demonstrated ability to retain and recall information.
25. Demonstrated ability to maintain confidentiality of sensitive or privileged information.
26. Demonstrated ability to make arithmetic calculations with speed and accuracy.
27. Demonstrated ability to perform basic first aid.
28. Demonstrated ability to work independently with confidential records and materials.
29. Demonstrated ability to understand and carry out oral and written instructions.
30. Demonstrated ability to establish and maintain effective relationships with those contacted in the course of work.

Desirable

1. Oral Spanish language fluency.

Training and Experience:

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is working level experience performing secretarial and record keeping duties in a setting with considerable public contact, or completion of course work leading to an Associate of Art major in Secretarial Science or a closely related field supplemented by entry level clerical or secretarial experience.

Physical Abilities and Working Conditions of Employment

- The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of, but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employments and Associated Tasks which may be required of this position. The Bellevue Union School District encourages persons with disabilities who are interested in this employment and need reasonable accommodations of those disabilities to contact the Superintendent for further information.

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Physical Demands

Vision (which may be corrected):

- Read small print
- See small objects at a distance of 2 feet

Hearing (which may be corrected):

- Understand speech over a telephone
- Have tolerance to be exposed to noisy conditions

Speech:

- Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face contacts

Upper Body Mobility:

- Use hands and fingers to feel, grasp, and manipulate small objects.
- Manipulate fingers, twist and bend hands at wrist and elbow
- Turn, raise, and lower head

Strength:

- Lift, push, and/or carry objects which weight as much as 15 pounds on frequent basis
- Lift, push, and/or carry objects which weight as much as 25 pounds on an infrequent basis

Environmental Requirements:

Associated Tasks

To perform tasks such as to:

- Create and maintain files
- Read a computer screen

To perform tasks such as to:

- Answers telephones
- Work in a school office

To perform tasks such as to:

- Answer questions and transmit information to students, staff, parents , and others

To perform tasks such as to:

- Use a computer to word process and enter data
- To assemble and bind documents
- To pick up and open references books and binders
- To hand out and receive forms

To perform tasks such as to:

- File and retrieve students and staff records
- Refer to information in binders
- Put supplies away

To perform tasks such at to:

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- Constant work interruptions
- Work independently
- Work cooperatively with others
- Work inside

Mental Requirements:

- Read and write at a moderately complex level
- Understand, interpret, and apply information
- Math skill at a high school proficiency level
- Comparing
- Accurately transcribe information
- Compiling
- Coordinating
- Judgment
- Learn quickly and follow written and verbal procedures and standards
- Process information quickly and make quick and effective decisions

To perform tasks such as to:

- Answer telephones, serve students, staff, and public
- Perform schedule work
- Perform assigned tasks in accordance with deadlines and standard with minimal direction or review of work
- Register students, obtain absence verifications
- Gain cooperation with staff
- Perform administrative support work in an office setting

To perform tasks such as to:

- Read reference material and instructions, compose simple bulletins and reports
- Read , understand, and follow purchasing and payroll procedures
- Maintain records and order supplies
- Proofread word process documents
- Transfer information to forms
- Prepare reports
- Train and supervise clerical staff
- Recognize scope of authority and act within that scope to relieve site administrator of detail
- Handle student/staff emergencies properly
- Apply school procedures and district policy appropriately

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- Decision-making
- Place information in order of importance
- Listen and retain information accurately
- Give verbal instructions
- Write and compose information in an organized manner
- Determine priority of work
- Hear and be receptive to parent, staff, and student problems and complaints
- Guide staff/parents in completing forms
- Create bulletins and routines correspondence using good grammar, punctuation, and proper spelling