

MERCED CITY SCHOOL DISTRICT

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CLASS TITLE: SCHOOL OFFICE MANAGER

BASIC FUNCTION:

Under the direction of a Principal or designee, perform a wide variety of responsible secretarial and clerical duties to assist the Principal with routine administrative tasks at an assigned school; perform public relations and communication services for the Principal or designee.

REPRESENTATIVE DUTIES:

Coordinate assigned office activities and communications with school activities, events and time lines; maintain the principal's calendar; schedule appointments and arrange meetings and conferences; screen visitors and phone calls; make travel arrangements; receive mail, prioritize and distribute. *E*

Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures. *E*

Perform secretarial duties for the Principal; take minutes of meetings, letters and memoranda; compose correspondence and bulletins independently; assist with routine administrative matters as appropriate. *E*

Input and maintain master schedules for assigned school site; maintain related records, such as student enrollment, attendance, student data and medical information; run progress reports and compile report cards according to established timelines. *E*

Coordinate the Principal's office acting as receptionist and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal. *E*

Communicate with students, parents and the public to explain policies, procedures and regulations related to school functions and programs; make decisions related to procedural matters according to established guidelines. *E*

Type from rough drafts or verbal instructions a variety of materials; collect, compile, organize and record a variety of data related to assigned activities; prepare and maintain related records, files and logs. *E*

Communicate with District Office to coordinate substitute teachers to cover absences; assist in orienting substitute personnel to the school facility and assigned classroom. *E*

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Process the certificated and classified payroll including the completion and submission of time sheets to the District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets; type certificated and classified evaluations. *E*

Operate a variety of office machines such as a typewriter, copier, calculator and computer equipment. *E*

Enroll, register and schedule new students as assigned; complete enrollment information and enter into computer; complete records for the release or transfer of students.

Provide lead direction to office staff; assign and review duties of assigned office staff to assure efficient coordinated completion of work assignments.

Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases.

Serve on school and District committees as assigned.

Provide clerical assistance to faculty and staff as needed.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The School Office Manager works under the direct supervision of the Principal. Exercises minimal supervision over other clerical personnel at the site.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

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ABILITY TO:

Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.

Learn, interpret, apply and explain school and District policies, rules and objectives.

Understand and perform duties within scope of authority.

Establish and implement revised office procedures as needed and according to established guidelines.

Understand and interpret rules and written direction and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Type at 55 words net per minute from clear copy.

Establish and maintain effective working relationships with others.

Operate a variety of office machines including computer equipment.

Meet schedules and time lines.

Prioritize and schedule work.

Train and provide work direction to others.

Maintain records and prepare reports.

Work confidentially with discretion.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training in office management and two years of increasingly responsible clerical or secretarial experience including one year working with automated systems.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling; bending at the waist; reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995

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