CLASSIFIED			
Work Location	Roseland School District as Assigned	**Responsible To**	School Site Principals or Designee
Work Year	10 1/2 months	**Hours**	Up to full-time (8 hours per day)
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

SUMMARY:
The office manager/secretary works under the supervision of the School Principal or Designee and is responsible for the general operation of the school office.

DUTIES AND RESPONSIBILITIES:

GENERAL OFFICE RESPONSIBILITIES:

- Answers telephones in a pleasant manner and maintains a courteous demeanor while speaking to the public.
- Greets parents and visitors in a friendly manner and helps or refers them as necessary.
- Responsible for maintaining a clean and professional school office environment; refers necessary cleaning or maintenance to the custodial staff.
- Orders office supplies as needed and coordinates school-wide supply order annually.
- Utilizes computer and data management programs to maintain student data collection.
- Manages facilities use requests. Contacts outside organizations when necessary.
- Coordinates the organization of all office and student files in an organized manner.
- Coordinates distribution of mail to staff.
- Communicates with payroll technician regarding staff leaves.
- Keeps record of teacher substitute timesheets and submits them on a monthly basis to the business office.
- Trains and directs the work of the office assistant.
- Assists as needed in arranging for substitute yard and cafeteria supervision when aides call in sick or are otherwise engaged and unable to perform supervision responsibilities.

DUTIES RELATED TO STUDENT & PARENTS:

- Maintains an emergency card file on all students.
- Monitors students who are sent to the office to see the principal.
- Maintains student sign-out list, and volunteer/visitor sign-in/out list.
- Maintains Student Council bank account.
- Assists students when they are sick or injured. Monitors all prescribed drugs and keeps them in a locked cabinet. Contacts school nurse or parent when necessary and appropriate.

- Completes accident report forms and distributes appropriately when necessary for students or staff.
- Completes or requests completion by a witness of RESIG Student Accident Report whenever necessary.
- Other related duties as assigned.

DUTIES RELATING TO STUDENT ENROLLMENT/ATTENDANCE:

- Responsible for the proper enrollment of all students, including the collection and distribution of any required documentation such as; health records, immunizations and parent info.
- Responsible for student attendance including required SARB notices, monthly attendance reports and independent study.
- Maintains student cumulative files, including:
- Sending records when students leave.
- Transfers student records to new school of attendance.
- Prints and posts class lists.

DUTIES RELATING TO FIRST AID:

- Administers minor first aid to students. Refers serious injuries to sources listed on emergency card.
- Checks ill students who are sent to the office. Telephones parents to pick up students when they are incapable of returning to class.
- Administers to student, with parents and physician's approval and completion of state required form, exact prescribed dosage of medication.
- Maintains a clean, adequately supplied first aid/emergency kit.

QUALIFICATIONS:

REQUIRED:

- High school diploma
- Appropriate computer and software skills
- Secretarial/general office experience

DESIRED:

- Experience working in a school setting
- Experience with computer systems
- Fluency in English and Spanish, both oral and written
- Integrity, honesty, warmth, sense of humor, and a genuine interest in others

Board Approved: 3/16/1988
Board Revised: 5/21/1993
Board Revised: 11/10/2010