



Franklin Pierce Schools *Job Description*

POSITION TITLE: Office Manager – Teaching and Learning Services

JOB SUMMARY: The Teaching and Learning Services Office Manager is responsible for supporting the operations of the Teaching and Learning Services (TLS) office; assisting department staff and administrators; responding to inquiries from district staff, students, parents, and the public; preparing, generating, and processing a variety of documents and reports; maintaining confidential records and files; assisting department administrators in preparing and managing state and federal grants and department related budgets.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and oversees office activities and operations in collaboration with other TLS office managers; provides clerical support for TLS administrators and staff; trains staff, as necessary; maintains TLS webpage and online document storage.
- Inputs data into computer system (e.g. grants, purchases, etc.) to maintain current and accurate information for access by others.
- Manages grants, department budgets, and expenditures; tracks funds and ensures compliance with district, state and federal guidelines; provides updates to the district and building administrators.
- Prepares, processes, and distributes assorted documents (e.g. district, state & federal reports, purchase orders, budget, contracts, invoices, forms, correspondence, etc.) to provide information to district staff, students, parents, and the public in order to meet district, state and federal requirements.
- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.
- Manages communication and paperwork for Home/Hospital tutor program.
- Assists staff in schools by providing materials, information and support as needed.
- Coordinates the special education student field trips with the Transportation department.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Three years of office experience in a school setting preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computers.
- Use proper grammar, spelling, and English in both oral and written communication.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy when dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow up on details.
- Must be able to read and interpret specific rules, laws, and agreements, and apply them with good judgement.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be available to work emergency hours, i.e., start of school year, during snowstorms, or on other necessary occasions.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested or required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have knowledge of budgeting, financial, and statistical record keeping.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to the Assistant Superintendent of Teaching and Learning Services (TLS)

April 2000

Rev. June 2005

Rev. December 2008

Rev. December 2017

Rev. May 2026