Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Office Manager Support Services (Curriculum & Instruction)**	FLSA Status: **Non-Exempt**
Job Family:	**Classified - Administrative Support Services**	Pay Range: **SS43H**
Prepared/Revised Date:	**May 26, 2026**	Job Code: **50601**

SUMMARY: Responsible for the efficient management of administrative duties for the Curriculum & Instruction Director, Assistant Director, and staff. Maintain Director's calendar; initiate, compose and edit correspondence; respond to departmental inquiries. Assist the Director and Assistant Director with administrative matters, project management, and event coordination often handling sensitive and confidential information and/or material.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide administrative and clerical support to department Director, Assistant Director, and staff. Maintain Director's and Assistant Director's calendars as needed. Schedule appointments, meetings, and meeting rooms. Take and transcribe meeting minutes for Director-led meetings. Make travel arrangements for the Director and staff as necessary. Order supplies as needed.
2. Coordinate and support department meetings, department retreats, and district-wide events (e.g. District Spelling Bee, visual and performing arts events, Gifted & Talented tournaments, and Elementary Track Meet).
3. Coordinate and prepare special projects under the direction of the Director. Organize and prepare project and task timelines including textbook adoptions. Communicate with staff on the status of projects, tasks, and deadlines.
4. Prepare, compile, and complete Human Resources, Finance, and Payroll paperwork. Process Employee Reports, leave time, p-card reconciliation, travel-related documentation and reimbursements. Coordinate and/or assist with the hiring and training process and maintain a database of personnel data and files. May handle sensitive and confidential information.
5. Serve as a central point of contact for department staff, District staff, and community members. Answer telephone, route emails and calls, take messages, greet visitors, route, direct and provide information for Curriculum & Instruction programs. Initiate, compose and edit correspondence, departmental newsletters, communications, etc. Edit and maintain department web pages.
6. Research, compile, organize and analyze complex data and prepare reports.
7. Serve on and attend various employee teams and attend all departmental staff meetings.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- More than three years and up to and including five years of experience in clerical, secretarial or administrative support required Office management experience preferred. Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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 (Word, Excel, PowerPoint, Publisher, Outlook, OneNote), Google Workspace (Docs, Sheets, Slides, Forms), Adobe Acrobat, Adobe Express, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, printer/copier, scanner, etc.
- Operating knowledge of district financial, human resources, purchasing and e-mail software, intranet and internet preferred at hire; required within 3 months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Curriculum & Instruction	
Direct reports:	This job has no direct supervisory responsibilities.	0

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 to finger, handle 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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	

VISION DEMANDS:	Required
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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