



Franklin Pierce Schools

Job Description

POSITION TITLE: Office Manager – High School (GATES)

JOB SUMMARY: The High School Office Manager at GATES is responsible for assisting the principal and other building administrators; overseeing general office operations; directing office staff; responding to inquiries from students, staff, and public; preparing and distributing documents; maintaining records and files; assisting principal with preparing and managing school budget; maintaining inventory; back-up for office personnel.

ESSENTIAL JOB FUNCTIONS:

- Assists principal and other building administrators with daily operations (e.g. securing substitutes, responding to building emergencies, graduation, student testing, etc.) to ensure a safe and welcoming environment for students, staff, parents, and the public.
- Manages the office staff; delegates workload, oversees general office operations, and trains staff, as necessary.
- Responds to inquiries from district staff, students, parents and the public to provide information and/or refer to appropriate parties; contacts parents, as necessary, regarding absences or discipline.
- Inputs student, school, and district data into the computer system (e.g. attendance, student information, discipline, etc.) to update and maintain current and accurate information for access by others.
- Prepares, processes, and distributes assorted documents (e.g. correspondence, accreditation, graduation, transcripts, staff evaluations, newsletters, attendance, purchase orders, master schedule, reports, etc.) to provide information to district staff, students, parents and the public and to meet district, state, and federal requirements.
- Performs bookkeeping functions for the school (e.g. ASB, collect fees/fines, receipts, funds transmittals, etc.). Keeps books for ASB and general accounts, including revolving funds; collecting, counting and receipting monies.
- Handles expenditures for ASB, initiates purchase orders and procurement card supply orders, and writes checks for ASB and General Fund expenditures.
- Prepares ASB bank deposits and financial documents/reports (e.g. checks, accounts payable, ASB, transmittal, budget information, ledgers and journals, etc.) to provide financial documentation and information in order to meet district and state requirements.
- Compiles data and other district related information for preparing various school reports and documents (e.g. transcripts, payroll, purchase orders, travel requests, school calendars, attendance, discipline, field trips, graduation, substitute forms etc.).
- Maintains records and files (e.g. ASB funds, substitute information, payroll, invoices, travel requests, student data, attendance, etc.) to provide current and timely information.
- Schedules meetings, calendars, activities, events, travel, etc. for building administrators and the school.
- Monitors students who are in the office for disciplinary or health reasons.
- Orders and maintains office/school supply inventory and distributes to staff, as needed.
- Sorts and distributes mail.
- Schedule facilities use.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Three years of office experience in a school setting preferred.
- Experience with Office Management preferred.
- First Aid/CPR Certified or the ability to obtain certificate.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

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

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 in 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 20lbs.
- 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 and 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 Building Principal

April 2000

Revised December 2008

Revised December 2017

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