

SCHOOL OFFICE MANAGER

Grade 14

Purpose Statement

The job of Office Manager (School Office Manager) is done for the purpose/s of providing complex, confidential, and all necessary assistance to the principal, to assure management of all functions of an assigned school site related to the operation of that school; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Site Principal

Essential Functions

- Collaborates with leadership team and local authorities for the purpose of planning emergency preparedness drills, maintaining school site security and well-being of all persons on site during lockdown/emergency events and everyday operations. Checks-in outside visitors and registers them in school safety Software.
- Compiles data from a wide variety of sources (e.g., student information, time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations and/or preparing information for site administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. attendance processes, meetings, in-service events, site purchases and orders, receives and distributes items, arrange site visits, service calls, travel and accommodations, student award processes, special awards and certificates, student photo schedules, independent study contracts, grant preparation, all aspects of security, classified and certificated substitutes, school specific programs and procedures, daily/monthly reports, SARB/SART/DART, audit preparation, etc.) for the purpose of completing school site processes and delivering services to ensure optimal school site operation.
- Coordinates with teaching staff and administrator planning of all field trips and on-site after school enrichment programs for the purpose of implementing all necessary processes including Professional Service Agreements, Board approval and vendor documents.
- Establishes organization and oversight of confidential files (e.g., students, personnel, payroll, etc.) for the purpose of maintaining accurate historical documentation.
- Implements communication (e.g., phone calls and utilizing a variety of software programs etc.) for the purpose of ensuring optimal communication between school and community.
- Maintains a wide variety of manual and electronic documents files and records (e.g., budget data, employee records, financial records, reports, calendars, correspondence, handbooks, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

- Manages student processes throughout the school year (e.g., enrollment, student records, on line enrollments, student information requests, etc.) for the purpose of providing information, documentation and recommendations addressing a variety of administrative requirements.
- Monitors daily staffing and assists with finding substitutes for certificated and classified vacancies for the purpose of providing coverage at school site.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g., program components, meeting arrangements, account balances, work order status, activity schedules, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Monitors students referred for illness or disciplinary action (e.g., providing first aide in absence of school nurse, assisting in resolution of student issues, etc.) for the purpose of ensuring student welfare and maintaining a secure office environment.
- Oversees the work activities within the office (e.g., newsletters, special projects, Board Agenda items, arrangement of translator/ interpreter for a variety of meetings, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring optimal completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings (e.g., Title I, interview panels, volunteer training, etc.) for the purpose of providing direction, sharing of information, receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, monthly attendance reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures under the direction of site administration (e.g., department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g., time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g., staff, parents, students, volunteers, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Serves as liaison (e.g., PTA, PFO, PTO, etc.) for the purpose of implementing scheduling and preparation for sponsored events.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing complex projects and processes; working effectively with students; maintaining necessary filing systems; using independent judgement; and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; basic first aid and CPR; and laws and regulations of the Education Code and District Policy.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; planning and supervising work of others; solving problems; providing necessary medications to students; maintaining confidentiality; and lifting, pushing, pulling.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Targeted, job related education with study in job-related area.

Equivalency: Training equivalent to the 12th grade, supplemented by or including courses in office practices; one year of recent experience working in office management; working with children.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses

FLSA Status

Non-Exempt

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.