

SCHOOL OFFICE MANAGER - SECONDARY

Purpose Statement

The job of School Office Manager - Secondary was established for the purpose/s of providing administrative office support to the Secondary (HS/ML) principal/s and other school site administrators; assisting with management of the daily operations of the school site as requested by building administrator/s; conveying information regarding school functions and procedures; coordinating projects and site activities; supervising assigned office staff, and ensuring the efficient operation of assigned area.

This job reports to Principal

Essential Functions

- Acts as a liaison between assigned area and various internal and external parties (e.g. district and school personnel, parents, students, community, other organizations, public and governmental agencies, etc.) for the purpose of providing excellent customer service and representing the worksite in a hospitable and professional manner.
- Administers medication and/or first aid to students in the absence of the School Nurse for the purpose of meeting immediate student healthcare needs.
- Analyzes department/worksite budgets (e.g. petty cash, deposits, and disbursements, requisitions, supply orders, capital purchases, leases, insurance, funding sources, etc.) for the purpose of meeting department objectives within budget and maintaining accurate records in compliance with district accounting and recordkeeping practices.
- Attends a variety of meetings and/or trainings (e.g. department and worksite meetings, Department Chair Council, Crisis Management Team, budget committees, software and required professional development trainings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with various internal and external parties (e.g. district and school personnel, parents, students, other school districts, community organizations, etc.) for the purpose of conveying and/or gathering information required to ensure the efficient, effective operations of the worksite.
- Coordinates a variety of activities for school staff and students (e.g. school programs, graduations, scheduling classified/certified substitutes, scheduling meetings, travel arrangements, etc.) for the purpose of ensuring availability of facilities, staff, and/or equipment and delivering services in compliance with established district guidelines.
- Coordinates the safety and security of staff, students, and/or property (e.g. building keys, check in/check out of visitors, students, and staff, etc.) for the purpose of minimizing exposure to injury, loss and/or liability.
- Creates a variety of complex schedules and documents (e.g. integrated building Master Schedule, bell schedules, student assessment schedules, class schedules, extra-curricular, financial/budget documents, etc.) for the purpose of ensuring the efficient and effective operation of school per district guidelines and objectives and supporting assigned administrative personnel.
- Maintains a variety of manual and electronic documents, files and records (e.g. administrative and financial records, student files and cumulative folders; testing materials; worksite personnel records; school website; building schedules; maintenance requests, various forms; calendars; office procedures, etc.) for the purpose of providing up-to-date reference in compliance with federal, state, and district guidelines.
- Maintains inventories of supplies, equipment, and materials (e.g. ordering, scheduling maintenance or repair, etc.) for the purpose of ensuring the availability of items needed.
- Processes a wide variety of manual and electronic documents and materials (e.g. various schedules and reports; correspondence, minutes, surveys, advertising, handbooks, notices, bulletins, calendars; time sheets, certified comp time, extra-curricular contracts; student-related files, records, and requests; work orders, etc.) for the purpose of updating information, documenting activities and/or providing written reference, and/or disseminating information to appropriate parties for action.
- Researches data and information for the purpose of ensuring compliance with financial, legal, administrative, and government reporting requirements and meeting district goals and objectives.

- Responds to inquiries from a wide variety of internal and external parties (e.g. staff, students, parents, other school districts, community organizations, state and federal agencies, general public, etc.) for the purpose of taking appropriate action (including deescalation of crisis situations), facilitating communication among parties and/or directing to appropriate personnel for resolution.
- Serves as the Infinite Campus site coordinator/building coach for the purpose of ensuring efficient and effective use of program in compliance with district guidelines.
- Supervises assigned personnel and student workers (e.g. hiring, evaluating, terminating, scheduling/coordinating activities, training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.

Other 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 multiple, technical tasks with a potential need to 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 software applications; planning and managing projects; performing basic bookkeeping and record keeping; and keyboarding.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: general office procedures; services and activities of a secondary school; principles of supervision, training and performance evaluating; concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined 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 specific, 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; and providing excellent customer service.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

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

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

Keyboarding test
Other pre-employment proficiency testing may be required.

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

Supervisory Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Bondable

FLSA Status

Exempt

Approval Date

3-15-2010

Salary Grade

Exempt 64BX

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____