

SCHOOL OFFICE MANAGER

DEFINITION

Under general supervision, serve as secretary and general office manager to the principal of an elementary school; relieve an administrator of complex clerical and administrative details; perform a wide variety of responsible clerical and secretarial work; manage the administrative office in the principal's absence; and do other related work as required.

EXAMPLES OF DUTIES

Generally manage the administrative office in an organized, orderly, and friendly manner; serve as secretary to the administrator receiving and screening visitors, telephone calls and mail, arranging appointments; may, depending on assignment, take and transcribe dictation, transcribe from tape using a dictaphone or from handwritten copy; maintain the principal's confidential files; make arrangements for meetings and other functions; give general and specific information to teachers, support staff, students, and the public on the policies and procedures of the school and District; relay and dispose of material of a confidential nature; may train and coordinate the work of other clerical employees assigned to the office; maintain and prepare monthly calendars, coordinating activities, resolving conflicts and notifying other staff of impending activities; prepare daily bulletins, type, make copies and distribute; initiate letters, circulars, reports, and other materials requiring independent judgment; when necessary, call or write other schools for student records; type, maintain, and file employee observation and evaluation reports and records; set up meetings between parents, teachers, and administrators; type or oversee the preparation and distribution of rosters, bulletins, announcements, and newsletters; type letters, circulars, reports, and other materials requiring the use of independent judgment and initiative in the assembly and categorization of data; greet substitute teachers, providing information, assistance and keys; maintain supplies and coordinate and supervise requisitioning, recordkeeping and distribution; assist the principal in compiling budgetary data; maintain financial records and a variety of payroll records; assist with and prepare purchase requisitions; prepare specifications for requested budget purchase items; operate modern office equipment such as copy machines, calculators, word processing equipment and/or computers; may provide input into the performance evaluation of other clerical personnel.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Organization and coordination of clerical functions of above average difficulty;
District records, reports, and practices relating to enrollment, attendance, registration, student records, time reporting, and personnel;
Standard office machines, computers, and equipment;
Various word processing and database software programs;
Effective reception and telephone techniques, correspondence and report writing, and proofreading;
Basic understanding of student growth and development patterns;
Basic math and bookkeeping;
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts
Basic health and first aid procedures.

Ability to:

Perceive established school goals, objectives and work to insure their fulfillment;
Understand and perform the role of office manager while assuming responsibility and using good judgment in recognizing the scope of delegated authority;
Effectively meet school and District personnel, students, parents, and the public in situations requiring tact and poise;

Ability to: (Continued)

Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
Maintain confidentiality of privileged information;
Work proficiently with computers;
Compile and maintain accurate and complete records and reports;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Capable operation of word processing equipment and/or computers. Transcribe at a rate of 80 words per minute.

Desired Qualifications:

Some positions in this class may require individuals who speak, read and write a second language. Ability to take and transcribe shorthand accurately at 80 words per minute.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of twelfth grade, including or supplemented by training or coursework in typing, office management, data storage and retrieval systems, office methods and procedures, or other related areas.

Experience:

Two years of responsible office level experience including public contact or service involved with school age children. Experience in a public school setting or directly with students preferable, but not required.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the course of work, possession of a valid and appropriate California driver's license; have a satisfactory driving record; and qualify for insurability with the District's insurance carrier. Must obtain a first aid certificate issued by the American Red Cross within six months of employment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I