

**Oroville Elementary School District  
Job Description**

**JOB TITLE: OFFICE MANAGER**

---

|               |                   |           |                    |
|---------------|-------------------|-----------|--------------------|
| SALARY LEVEL: | 32                | DIVISION: | Classified         |
| DEPARTMENT:   | School Sites      | LOCATION: | School Sites       |
| REPORTS TO:   | Site Principal    |           |                    |
| APPROVED BY:  | Board of Trustees | DATE:     | February 8, 1995   |
|               |                   | REVISED   | November 24, 1998  |
|               |                   | REVISED   | September 26, 2001 |
|               |                   | REVISED   | June 13, 2012      |
|               |                   | REVISED   | February 14, 2018  |

---

**SUMMARY:** The Office Manager schedules appointments, gives information to callers, types school correspondence, maintains attendance and student records, and otherwise provides clerical support and assists the principal and/or staff in administrative and business detail.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Serves as the immediate contact person for students, staff, parents, and visitors to the school.

Compiles and types statistical reports, purchase orders, supply requests, and maintenance work orders, and other school related reports.

Types or word processes of daily notices, parent letters, and general office communications.

Checks communications for completeness and accuracy of grammar and spelling.

Organizes, designs, and maintains a filing system.

Assists other staff, when appropriate, in completing office or school related tasks.

Handles phone communications as position requires. Receives, delivers, and refers messages to appropriate personnel or students as necessary.

Opens, stamps, sorts, and distributes mail or other materials.

Communicates with students' families, community agencies, and other District employees regarding a variety of school related issues.

Interacts with staff members, students, parents, and others in an open, friendly business-like manner.

**OROVILLE CITY ELEMENTARY SCHOOL DISTRICT  
JOB TITLE: OFFICE MANAGER  
PAGE 2**

Receives funds from a variety of programs and maintains a proper accounting of such.

Schedules use of school facilities with outside parties.

Trains and supervises student helpers and volunteers in appropriate office practices and procedures.

Maintains official records of student attendance, enrollment, demographics, and cumulative student records through the utilization of computer programs and other resources.

Assists substitutes in the preparation of time sheets.-Maintains AESOP (absence) logs and submits to District on a weekly basis.

Prepares daily lunch count for cafeteria staff.

Administers minor first aid to pupils in the absence of the school nurse or health assistant and as requested.

Maintains school office area and office equipment in a professional manner.

Orders, inventories, and distributes student and office supplies.

Makes copies of correspondence or other printed matter.

Receives and processes School Attendance Review Board (SARB) information packets for monthly meetings.

May process report card data.

Performs related duties as assigned.

**In addition to the above listed essential duties and responsibilities, the following tasks are required at the Middle School.**

Processes the master schedule for students' course enrollment and maintains computerized data bank of all related details.

**In addition to the above listed essential duties and responsibilities, the following tasks are required of the Office Manager assigned to Special Education**

Assists in management and maintenance of special education files.

Assists with transportation assignments of special education students and scheduling of

**OROVILLE CITY ELEMENTARY SCHOOL DISTRICT**  
**JOB TITLE: OFFICE MANAGER**  
**PAGE 3**

special education transportation.

Verifies information on the IEP with information in Aeries and any additional software systems and contacts the Office Manager at the school sites to make the necessary changes in Aeries.

Processes CPI certification and re-certification registration sign-ups/documentation

**QUALIFICATION REQUIREMENTS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); three years related experience and/or training; or equivalent combination of education and experience. Experience in a school setting is required.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

First Aid/CPR Certificates must be acquired during the employee's probationary period

Typing Certificate: 45 W.P.M. Net

Computer Skills in Microsoft Windows, including Word, Excel or comparable software programs. Knowledge of electronic email functions.

**OTHER SKILLS AND ABILITIES:** Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

**OROVILLE CITY ELEMENTARY SCHOOL DISTRICT**  
**JOB TITLE: OFFICE MANAGER**  
**PAGE 4**

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, however, due to local traffic conditions it may occasionally be loud. Due to the busy nature of a school office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.

PCC:slc  
OFFICE MANAGER  
previously school secretary