

**Job Title:** Secondary Office Manager  
**Reports to:** Building Administrator and/or assigns  
**Work Schedule:** Up to 8.0 hours per day, Up to 208 days per year  
**Salary:** Per Public School Employees negotiated salary schedule – Level 3

**Job Summary:**

This position is responsible for performing all functions necessary for the efficient operation of the school office; working independently in the performance of secretarial duties for the Administrator and/or other building staff; and directing the clerical tasks for the school office.

**Essential Job Functions**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Arrange Coverage in Absence of Substitute
- Building Alarm (issue codes & maintain records)
- Building Budget (monitor, maintain, and retrieve information)
- Building Inventory
- Building Web Page & Social Media (create & maintain)
- Communication (communicate building-department information to staff-public)
- Conduct Employee Orientation
- Coordinate Daily Workload of School Office
- Create Documents-Forms
- Create-Maintain Database
- Data Entry
- Data Extraction (data mining)
- Handle Emergencies for Staff or Students
- Keys (issue building keys and maintain records)
- Newsletter
- Paysheets (maintain data & generate reports)
- Prepare and Process District Documents-Forms
- Prior Approvals (create, account code & process)
- Requisitions (create, account code & process)
- Schedule Building Meetings
- Schedule Translator for General Education Conferences
- Student Fines & Fee Management
- Substitute Check-In
- Substitute Online Absence Verification
- Supplies (maintain & order)
- Maintain consistent presence at assigned worksite and regular work hours
- Comply with all district policies and procedures
- Perform related duties as requested by Building Administrator

**The following job functions will be performed as needed during peak workflow or in the absence of other office staff:**

- Attendance (maintain-retrieve student attendance data)
- Discipline (prepare letters and maintain data as directed)
- Filing & Maintenance of Student Records
- Financial Transmittals/Receipt Money
- Mail (sort-distribute)
- Master Schedules (maintain course information in Skyward)
- Receptionist (greet public, answer phones)
- Report Cards (order, mail, etc.)
- Student Fines & Fee Management
- Student Store (inventory, supervisor students)

- SWIS Data Entry
- Truancy (prepare letters and maintain data based on federal/state law)

**Desired Skills**

- Consistently listen, write, and speak in a clear and concise, well-organized manner
- Consistently problem-solve, seek new responsibilities, proactively prioritize, and multi-task
- Consistently resolve customer inquiries in a positive and timely manner
- Consistently treat people with respect, dignity, and fairness
- Consistently participate and support team ideas, changes, and decisions
- Consistently demonstrates technical expertise and practical knowledge of the job
- Consistently produces thorough, accurate work and meets timelines
- Consistently demonstrates a positive attitude and supports other through positive communication
- Consistently offers help when help is needed
- Consistently seeks to acquire new skills to demonstrate self-improvement
- Consistently demonstrate a high level of confidentiality

**Minimum Qualifications:**

- High School diploma or equivalent
- Two years previous secretarial experience required
- Previous office experience in a K-12 school setting preferred
- Working knowledge of Microsoft Office Suite; Google Mail, Calendar, and Drive; and Skyward preferred
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

**Work Environment:**

The usual and customary methods of performing the job functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching, and/or crawling; fine finger dexterity; work at computer for prolonged periods of time; frequent interruptions; meet deadlines with time constraints; and dealing with distraught and/or angry persons. Typically the noise level in this work environment is moderate.

**Evaluation:**

This position shall be evaluated periodically by the Building Administrator and/or assigns pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

**Classification History:**

Job description developed April 2005.  
Job description revised November 2006.  
Job description revised January 2008.  
Job description revised July 2015.  
Job description revised July 2018.