

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)
- Grades (data entry)
- Handle Emergencies for Staff or Students
- Keys (issue building keys and maintain records)
- Master Schedules (maintain course information in Skyward)
- Newsletter
- Paysheets (maintain data & generate reports)
- Prepare and Process District Documents-Forms
- Prior Approvals (create, account code & process)
- Report Cards (order, mail, etc.)
- Requisitions (create, account code & process)
- Schedule Building Meetings
- State-Federal Reports/Documents (create & maintain)
- Student Fines & Fees
- Student Registration & Withdrawals
- Substitute Check-In
- Substitute Online Absence Verification
- Supplies (maintain & order)
- Transcripts (maintain & print student transcripts)
- 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)

- Receptionist (greet public, answer phones)
- Schedule Translator for General Education Conferences
- 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 March 2008.

Job description revised May 2015.

Job description revised July 2015.

Job description revised July 2018.