

# CENTRAL SCHOOL DISTRICT

**Job Title:** School Office Manager

**Occupational Group:** Clerical

**Reports to:** Site Administrator

**Pay Range:** 27

**Date of Board Approval:** 7/18/2021

**Work Year:** 217 days

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## **DEFINITION**

Under minimal supervision, perform a wide variety of complex and confidential functions in the management of an elementary or middle school office; carry out diverse responsibilities independently or with the assistance of clerical personnel; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent, including or supplemented by two years of responsible clerical experience involving public contact.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice clearance.
- Current TB test with screening every 4 years to remain up to date.

### **Experience:**

- Two years of clerical experience including public contact, and computer-based clerical functions.

### **Desired Qualification:**

- Experience in school office environment.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Principles, procedures, methods, techniques and operations of an administrator's office; modern office practices and equipment; record-keeping techniques; health and safety regulations; proper English usage, spelling, grammar and punctuation; reading and writing communications skills; school district organization, operations and objectives; applicable sections of the State Education Codes, Board Policy, and Administrative Regulations.

#### **Ability to:**

Make mathematical calculations; ability to type accurately and proficiently; compose letters using proper format, grammar and spelling; ability to problem solve, be flexible and adjust assignments on short notice; establish and maintain cooperative working relationships with those contacted in the course of the work day including staff, students and parents; exercise responsible judgment; work with discretion and maintain confidentiality; operate a variety of office equipment; meet schedules and time lines; perform duties effectively with constant interruptions; maintain records and prepare reports; schedule and plan clerical work without supervision; communicate effectively with district employees and public; provide positive customer service.

**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one of these duties:

1. Serve as administrative assistant to the principal. **E**
2. Coordinate front office of a school; provide work direction, training and guidance to staff as necessary. **E**
3. Provide information as necessary to parents, students, staff, visitors and vendors. **E**

## **School Office Manager**

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4. Acts as school receptionist, handling a heavy volume of telephone and personal contacts from adults to students.
5. Maintain computer-based communication with public.
6. Participates in beginning and end-of-year records processes.
7. Type from rough drafts or instructions a variety of materials such as letters, memoranda, bulletins, reports, flyers and statistical data. E
8. Performs a variety of responsible clerical assistance for administrators, employees, students and parents, many of which are confidential in nature.
9. Enroll and transfer students and maintain related and confidential records. E
10. Maintain records and submit reports as required by special programs or district policy. E
11. Coordinate timely processing of certificated and classified payroll information including completion and submission of time sheets and absentee affidavits to principal and payroll department. E
12. Maintain accurate records with respect to personnel. E
13. Prepare and maintain attendance/grade records and reports as required. E
14. Schedule appointments as needed for administrators and maintain various school calendars. E
15. Monitor budgets as required. E
16. Inventory, requisition, receive, store and distribute a high volume of school supplies and office and instructional materials; maintain materials and equipment inventories; may include follow up of incomplete or incorrect orders.
17. Arrange for substitutes for both classified and certificated personnel. E
18. Administer first aid and dispense medication as needed. Notify emergency contacts, personnel/agencies. E
19. Operate/maintain a variety of office machines and equipment. E
20. Prepare staff and parent bulletins.
21. Screen and route mail, operate and maintain office equipment.
22. Supervise students as needed, may include parent contact.
23. Assign and maintain bell system as needed.
24. Submit work orders and tech requests.
25. Promptly complete and remain compliant with mandated training.
26. Report, respond and assist with emergency and safety issues and concerns.
27. Provide to support to clerical/office personnel.
28. Process, renew and monitor Inter/Intra District transfers. E

### **WORKING CONDITIONS**

School office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases, blood borne pathogens exposure and anti-social/hostile behavior.

### **PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs and physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

### **PROFESSIONAL EXPECTATIONS**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.