

Magnolia School District

SCHOOL OFFICE MANAGER

DEFINITION

Under the supervision of the Principal, performs a wide variety of responsible clerical and secretarial duties to manage school office activities and assure smooth and efficient school office operations; trains and provides work direction to office staff; assumes and performs related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Acts as secretary to the principal;
- Handles many sensitive and confidential issues requiring tact and good judgment;
- Compiles reports utilizing independent judgment in collecting, analyzing, and processing data;
- Schedules parent conferences and translators;
- Takes, gives, and refers messages to and from the public in person and by telephone;
- Answers routine correspondence;
- Computes average daily attendance and compiles monthly and annual reports of same, using current district software;
- Keeps records of student attendance;
- Enrolls/registers and transfers students;
- Prepares and maintains student cumulative files;
- Word processes a variety of materials including letters, daily bulletins, weekly or monthly calendars, class lists, ~~ELL~~ student updates, and related information;
- Processes accident reports;
- Establishes and maintains files;
- Orders, receives, stores, and distributes supplies;
- Assists with student lunch count and attendance as necessary;
- Keeps attendance and time records of employees for payroll purposes;
- Sends defective audio visual equipment to the District warehouse;
- Orients substitute teachers with materials and procedures;
- Administers first aid to pupils in the absence of the school nurse or health clerk;
- Trains and provides work direction and guidance to others as assigned and reviews work;
- Counts money and writes receipts;
- Prepares and submits work orders;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques,
- letter/report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation;
- School attendance boundaries;
- Interpersonal skills using tact, patience, and courtesy;

- Operational procedures, policies, rules, and regulations specific to the assignment;
- Current District office technology and software.

Ability to:

- Perform responsible secretarial and clerical work;
- Learn specific rules, laws, and policies quickly and to apply them in a variety of procedural situations;
- Handle confidential information;
- Work independently;
- Compile and maintain accurate and complete records and reports;
- Understand and carry out oral and written instructions;
- Accurately type at a rate of 50 words per minute;
- Use current District office technology and software;
- Maintain good public relations;
- Establish and maintain respectful and cooperative working relations with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

Education:

- High school diploma or equivalent;
- Requires recent training in interpersonal skills and management techniques, (minimum of a full day in service) pre-approved by the school district;
- Supplemental courses in computer usage and word processing desirable.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied

Experience:

- Three years of experience in clerical work, preferably in a school district;
- A background of working with the public.

DESIRABLE QUALIFICATIONS

- Successful clerical experiences that demonstrates an ability to perform responsible secretarial functions and oversee an office;
- Knowledge of First Aid/CPR.
- Knowledge of District policy.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Work under deadlines with constant interruptions and interact with staff, students, vendors, and the general public.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 36

Revised: 4/15/74; 4/04/77; 1/07/85; 2/13/02; 6/01/09; 6/19/14; 7/6/16, 02/2018

Approved: 04/2017, 04/2018

EQUAL OPPORTUNITY EMPLOYER
