



SCHOOL OFFICE MANAGER I

DEFINITION:

Under general supervision, to serve as secretary to the principal of a school; to greet the public; to perform a variety of responsible clerical and secretarial work; and to perform related work as required.

CLASS CHARACTERISTICS:

Positions in this class serve as secretary to the principal of an elementary school or continuation high school. Incumbents are expected to work with some independence in the performance of specialized clerical and secretarial work which involves the maintenance of automated school administrative and student records. Incumbents in this class often act as a resource person for other clerical support staff who work at the school. Positions in this class require skill in the use of microcomputers for word processing and varied record keeping. Some positions in this class may require fluency in a second language as a condition of continued employment.

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

EXAMPLES OF DUTIES:

- Performs a variety of responsible secretarial and clerical duties for the principal and staff. E
- Handles routine administrative support work, as assigned. E
- Acts as receptionist in the school office. E
- Acts as resource person for other clerical staff. E
- Operates intercom and bell systems. E
- Receives and transmits messages for school staff and students schedules appointments for Principal and staff. E
- Provides information on subjects, such as bus schedules, school policies, procedures and activates, to teachers, students, parents and the public. E
- Provides clerical assistance to volunteers, special teachers, consultants and other personnel who divide their time between several schools. E
- Coordinates work of assigned school clerical staff, student helpers and volunteer workers. E
- Receives and receipts monies for student fees and purchases. E Administers first aid and prescribed medication, as needed and in accordance with established District policy. E
- Notifies parents and designated responsible parties of student illness and injury. E
- Contacts law enforcement and emergency services in accordance with established guidelines. E
- Gathers and updates student health information; maintains daily attendance records on regular certificated and classified personnel, including substitute employees. E
- Issues student tardy slips; communicates with parents regarding student absences, recording reasons for absence and applying established guidelines in coding absences for ADA purposes; E
- Advises Principal and staff of attendance problems; E
- Compiles student attendance date and prepares periodic attendance reports; E
- Uses a keyboard to input information to typewriter or microcomputer, such as rosters lists, bulletins, letters, evaluations, enrollment cards, student data enrollment forms, cum records, agendas, reports, forms, programs, announcements, requisitions, expense claims, schedules, work orders, accident forms and vandalism report forms; E
- Proof reads material for accuracy; E

- Compiles a variety of repetitive periodic reports from data maintained;E
- Receives and approves applications for free and reduced lunch program, maintaining records of same and preparing correspondence to parents; composes routine correspondence and other written material;E
- Receives, opens and routes mail;E
- Distributes flyers, audiovisual equipment, films and other materials; enrolls new students by checking residence, birth certificates, immunization and health records and placing students in class, in accordance with school policy;E
- Writes for records on incoming students;E
- Prepares student withdrawal and transfers records;E
- Sets up and maintains comprehensive files which include material of a confidential or privileged nature such as cumulative records, evaluation and health information; files a variety of correspondence and forms;E
- Schedules room usage; orients new substitute teachers to the school;E
- Assists Principal in compiling budgetary data and maintaining financial records;E
- Maintains records of student body monies, compiling periodic reports of same for review by Principal;E
- Verifies billings; requisitions and distributes office and instructional supplies.E
- Operates duplicating machines and collates and binds duplicated material;E
- Arranges for maintenance and repair of school office machines;E
- Issues and maintains control records of school keys;E
- Attends periodic staff meetings;E
- May communicate with parents and students in a second language and translate written notes to and from parents; and performs related work as required.

QUALIFICATIONS:

Knowledge Of:

- Advanced office methods and practices, filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, office equipment, sound record keeping procedures and word processing techniques; English usage, spelling, grammar and punctuation; Basis public relations techniques;
- Basis mathematics'
- Basic principles of school organization
- Basic principles and techniques of first aid;
- Operation of computer terminals and microcomputers for word processing and record keeping.

Ability to:

- Plan, schedule and organize work to meet established deadlines; Read and interpret specific rules, regulations, laws and policies and to apply them with good judgment in a variety of situations without immediate supervision;
- Greet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness;
- Assume responsibility and use good judgment in recognizing the scope of delegated authority;
- Maintain confidentiality of privileged or sensitive information;
- Perform clerical work of above average difficulty and make arithmetical calculations;
- Compile and maintain accurate and complete records and reports;
- Maintain financial records;
- Keyboard at a net corrected speed of 50 words per minute;
- Take and transcribe shorthand at a speed of 60 words per minute may be required of some positions in this class;
- Proof read for accuracy of typing, spelling, grammar and punctuation;
- Work under pressure of deadlines with frequent personnel and telephone interruptions;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is experience performing responsible clerical duties involving considerable public contact or experience.

WORKING CONDITIONS:

Environment: Office environment; subject to constant interruptions.

Physical Abilities: Seeing clearly to read, transcribe and/or word process written material. Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the assigned location, kneeling and bending, pushing and pulling, reaching to retrieve and maintain files, and hearing and speaking to exchange information in person and on the phone.

LENGTH OF SERVICE:

HOURS:

SALARY:

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.