

Job Description

Job Title: **Office Manager, Elementary School**
 Job Family: **School-Based Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **December 13, 2007**

Job Code: **1300**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 21**
 Typical Work Year: **10 months**

SUMMARY: Responsible for the smooth and efficient operation of the elementary school administrative office. Provide administrative assistance to the Principal, administrators, office and school staff and students by managing the school’s financial records and transactions, answering/screening phone calls, preparing correspondence and other written communication, receiving and responding to inquiries and requests, coordinating meetings and events, supervising office staff, performing various personnel management functions, monitoring staff time and attendance, managing crisis situations, handling confidential information and other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform financial duties for the school including monitoring school budget(s) and reporting variances to supervisor; maintaining bookkeeping-related databases; performing purchasing card requisitions; receiving, inventorying and delivering incoming shipments; maintaining and organizing invoices and packing slips; collecting and counting monies for fundraisers, fines, fees and other activities; preparing and making bank deposits; creating and submitting reports to Financial Services; managing petty cash account and reimbursement checks; reconciling school accounts and bank statements; handling bookkeeping for parent/school organizations; attending budget/bookkeeping-related meetings/committees; assisting in developing and tracking grant proposals; registering staff members for conferences; and processing monthly budget reports after supervisor’s review.	D	40%
2. Provide administrative/secretarial support to Principal, administrators and school staff by answering composing, typing, word processing and/or formatting correspondence, newsletters, handbooks, reports and programs; coordinating meetings, taking, typing and distributing meeting minutes; maintaining and updating master calendar for the school year; coordinating building use with the Facilities Use Department; creating and maintaining filing systems; distributing mail; maintaining and verifying building fixed asset inventory; issuing and tracking building keys; and other related duties.	D	20%
3. Greet, welcome and assist all staff, students, parents, community members, callers and visitors to the school. Answer phones, provide information, take and deliver messages and direct callers to appropriate individual. Assist visitors, answer inquiries, provide information and direct to appropriate school areas. Diffuse conflicts and/or difficult situations as needed in the school office. Monitor students sent to the school office for disciplinary reasons.	D	10%
4. Monitor building visitors, visitor sign-in procedures and building activities including crisis situations such as building evacuations, lockdowns, emergency situations and safety procedures. May initiate crisis procedures in the administrator’s absence with direction from appropriate officials.	D	10%
5. Monitor and coordinate office workflow including training and planning, assigning and directing work of assigned office staff; assisting with scheduling paraeducators and substitutes in the building; and developing, updating, communicating and implementing office and workroom procedures.	D	10%
6. Perform personnel management functions including managing employee time and attendance by tracking daily absences, entering time and attendance into PeopleSoft program and submitting related reports, calling the automated substitute management system to ensure substitute assignments, maintaining and updating all personnel changes, preparing various payroll documents and scheduling interviews. Maintain confidentiality of all related data.	D	5%
7. Perform other job-related duties as assigned, including providing back-up coverage to other positions, registering new students, assisting students in the health clinic and contacting parents/guardians as necessary.	Ongoing	5%

Job Tasks Descriptions	Frequency	% of Time
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Post-secondary courses in business, office management, bookkeeping and/or office skills.
- Minimum of four years experience in clerical support positions. Office management experience preferred.
- Experience working with elementary students preferred.
- Must successfully complete current district training for supervision of Classified Staff within 1 year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Supervisory and office management skills preferred.
- Knowledge of District and school policies and procedures preferred.
- Accounting and bookkeeping skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite, including Word, Excel, PowerPoint and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc.
- Operating knowledge of district financial, human resource, purchasing and e-mail software, intranet and Internet required within 1 month after entering position.
- Operating knowledge of district student software required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Elementary School	3082

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Assistant Secretary, Elementary School [proposed Secretary, Elementary School]	1	1314
	Health Aide	1	1254
	Paraeducator, Office Assistant	1-5	1257
	Office Clerk	1	1317

- Responsible for planning, assigning and directing work; training employees; providing input into performance appraisals; addressing complaints and resolving problems; providing input into termination proceedings; and assisting supervisor with interviewing, hiring and disciplining employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for monitoring school budget(s) and reporting variances to supervisor; maintaining bookkeeping-related databases; performing purchasing card requisitions; collecting and counting monies for fundraisers, fines and fees; preparing and making bank deposits; creating and submitting reports to Financial Services; managing petty cash account and reimbursement checks; reconciling school accounts and bank statements; handling bookkeeping for parent/school organizations; attending budget/bookkeeping-related meetings/committees; assisting in developing and tracking grant proposals; and processing monthly budget reports after supervisor’s review.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	