

Job Description

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

Job Code: **1301**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 21**
 Typical Work Year: **12 months**

SUMMARY: Responsible for the smooth and efficient management of the high school administrative offices. Provide administrative assistance to the Principal, administrators, office and school staff and students by answering/screening phone calls, coordinating meetings and events, monitoring time and attendance, handling confidential information, receiving and responding to inquiries and requests, coordinate the hiring process and personnel data, compiling reports, managing building keys, managing and coordinating the activities of office staff, managing crisis situations and preparing correspondence and other confidential written communication.

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. Provide and coordinate all clerical support activities for a high school Principal, administrators and school staff by answering phones; preparing, designing, composing, typing, word processing and/or formatting correspondence, documents, newsletters, handbooks, reports, agreements and programs, arrange for printing and distribution as appropriate; coordinating and assisting with meetings, activities, functions and events including, but not limited to coordinating dates, appointments, refreshments, creating and printing, programs, flyers, agendas, minutes, etc.; monitoring staff time and attendance, maintaining office machines, maintaining filing systems.	D	35%
2. Provide information and services to students, parents, guardians, staff and the community as required or requested. Receive and respond to inquiries and concerns regarding building, District and state policies and procedures and make information available to others as needed, such as Board and Superintendent policies and procedures, staff development information and medical and safety alerts.	D	30%
3. Coordinate and/or assist with the hiring process, personnel data and files. Organize and screen applications and prepare and submit final hiring information to Human Resources for approval. Maintain and update all personnel change, including FTE change, resignations, terminations, leaves of absence, transfers and retirements. Manage employee time and attendance system. Responsible for data input and reports extraction including extra-duty pay, absences, preparing payroll and HR documents,	D	20%
4. Compile, analyze, synthesize and verify information for the preparation of state, District and school reports.	D	5%
5. Lead, evaluate, coordinate, train and/or assist with the work of office support staff. Duties include assigning tasks, coordinating coverage, overseeing activities and special projects.	W	5%
6. Perform other job-related duties as assigned, which may include being responsible for or serving as back-up for health clinic duties such as evaluating sick or injured students and administering medications or basic medical care; responsible for the security and distribution of school building keys, including tracking, monitoring, maintaining, issuing, collecting and updating records on all building keys and security cards for staff, District personnel and fire and police departments. Act as the school's main contact to confirm and verify that all building locations are secure in an emergency situation.	Ongoing	5%
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 high school 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 are 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.
- Accounting and bookkeeping skills.
- Knowledge of District and school policies and procedures preferred.
- 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 resources, purchasing and e-mail software, intranet and internet required within one month after entering position.
- Operating knowledge of district student information system required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, High School	3080

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Receptionist – Schools	1	1321
	Bookkeeper – High School	1	1001
	Secretary, High School	7-8	1315
	Office Clerk	4	1317
	Data Entry Clerk	1	1330
	Cooperative Business Experience Employee	0-2	

- Responsible for planning, assigning and directing work; training employees; providing input into performance appraisals; addressing complaints and resolving problems; and assisting supervisor with interviewing, hiring and disciplining employees and the Cooperative Business Experience student/employee.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for the monthly verification of purchase card expenditures.

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	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	

