

Job Description

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

Job Code: **1302**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 21**
 Typical Work Year: **10 months**

SUMMARY: Responsible for the smooth and efficient operation of the middle school administrative office. Provide administrative assistance to the Principal, administrators, office and school staff and students by answering/screening phone calls, coordinating meetings and events, monitoring staff time and attendance, managing the school’s financial records and transactions, performing various personnel management functions, handling confidential information, receiving and responding to inquiries and requests, supervising office staff, managing crisis situations and preparing correspondence and other 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. Responsible for the collection, activity, accounting and reporting of funds for all activities, fees and fines. Collect and count monies; prepare and make bank deposits; create and submit reports to school and/or Financial Services. Maintain petty cash account, including collecting receipts and writing reimbursement checks to school personnel, creating and submitting reports to Financial Services for petty cash account reimbursements and reconciling bank statement. Create and submit vouchers to Financial Services for transactions not covered by purchasing card or district financial system.	W/M	27%
2. Perform purchasing card requisitions including placing orders for materials, supplies or equipment online or over the phone; receiving, inventorying and delivering incoming shipments; maintaining and organizing invoices and packing slips; and reconciling purchases online through district purchasing system by charging purchases to the appropriate accounts. Create and submit system reports and receipts/invoices to Financial Services.	W	25%
3. Provide clerical support to a middle school Principal, administrators and school staff by answering phones, preparing, composing, typing, word processing and/or formatting correspondence, documents, newsletters, handbooks, reports and programs; coordinating meetings and school activities including, but not limited to coordinating meeting dates and appointments, creating monthly/yearly events calendar, ordering refreshments, creating and printing, programs, flyers, agendas, minutes, etc.; creating and maintaining filing systems; processing mail; screening face-to-face and telephone contacts; etc., providing information and/or direction to individuals regarding district policies and procedures, preparing discipline/attendance hearing packets, monitoring students sent to the office, coordinating office duties and projects with other personnel as needed. Oversees, trains and provides guidance to office staff. Manages building key issuance and tracking.	D/M	22%
4. Perform duties related to the district financial system including creating and monitoring the general fund, pupil activity fund, athletic fund, etc.; placing warehouse orders; purchasing unique items from vendors; creating reports; reconciling budgets; and notifying others of available funds.	W	10%
5. Manage employee time and attendance by calling the automated substitute management system to ensure substitute assignments, tracking daily absences, entering time and attendance into Human Resources database program and submitting related reports, preparing various payroll documents and computing and forwarding pay schedule to district Payroll/Human Resources for extra-duty pay (e.g., department chairperson, co-curricular compensation and leadership compensation).	D	5%

Job Tasks Descriptions	Frequency	% of Time
6. Perform site personnel functions including recording and routing professional leave forms for certified staff; completing, submitting and coordinating workers' compensation claims; maintaining yearly evaluation schedules and preparing evaluation packets; word processing Principal's evaluations; creating and maintaining employee personnel files; scheduling and coordinating interviews; preparing and submitting personnel change forms; and providing input into classified employee evaluations.	M	4%
7. Assist with the school budget process by preparing and distributing departmental budget request packets, collecting and totaling requests, determining balances available for operational costs, attending budget meetings, utilizing reports to determine and submit budget carryover balances and submitting final budget and account numbers to Financial Services.	A	3%
8. Perform other job-related duties as assigned, which may include assisting students in the health clinic	Ongoing	4%
	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 of experience in clerical support positions. Office management experience preferred.
- Experience working with middle school students preferred.
- Must successfully complete current district training of 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.
- 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 one 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, Middle School	3081

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Assistant Secretary, Middle School	1	1316
	Office Clerk I, II or III	1	1317, 1330 or 1332
	Registration Specialist, Schools	1	1303
	Campus Supervisor	1	1203
	Health Aide	1	1254

- 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.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for performing purchasing card requisitions; creating, monitoring and reconciling school fund accounts; collecting and counting monies for fundraisers, fines and fees; preparing and making bank deposits; reconciling bank statements; collecting receipts and writing reimbursement checks to school personnel; creating and submitting reports to Financial Services for various financial transactions.

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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	