

SCHOOL OFFICE MANAGER

DEFINITION

Under general supervision, to lead the school office administrative support team; to manage the flow of service, communication, and processes in an elementary and intermediate school office; to perform a variety of secretarial and administrative support work of above average difficulty; to provide a wide range of information to students, staff, parents, and the public; to maintain varied records; to relieve the administrator of routine office detail; and to perform related work as required.

EXAMPLES OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Answer telephone; greet students, parents, public, law enforcement personnel, and others in school office; take messages for administration, staff, and students; answer a wide variety of questions regarding school schedules, procedures, practices and policy; provide school forms and assist in their completion; operate school intercom and walkie talkie. E
- Interact with, be supportive of, and present a positive image to students, parents, staff, public, and administration. E
- Provide authoritative information on behalf of the site administrator based upon school policy, procedure and precedent, using good judgement in referring appropriate questions and problems to the administrator. E
- Keyboard correspondence, lists, bulletins, forms, labels, envelopes, flyers, reports, and other documents using typewriter and microcomputer; use standard office wordprocessing and spreadsheet software; enter data to microcomputer to maintain databases, such as student registration information and attendance records; enter, format and retrieve data. E
- Complete a variety of forms, following school and district processes to obtain services and materials, and to receive and transmit information. E
- Maintain secondary records of school budget income and expenditures; post requisitions for warehouse supplies and buy-outs; reconcile school budgetary records with official district records, identify discrepancies, and complete transactions necessary to make corrections, process invoices to authorize payment for goods received. E
- Administer first aid and dispense medication in accordance with district policy; call parents to report student illness and injury; in instances of emergency, call emergency medical service personnel; monitor students who have known chronic medical conditions in accordance with physician instructions.
- Establish and maintain filing systems.
- Assign, train, instruct, and monitor work of school clerical assistants. E
- Maintain strict confidentiality of privileged information. E
- Collect monies, prepare receipts, record receipts, and prepare deposits and transmittal records; maintain records of student body and parent organization monies; calculate lunch count; sell scrip. E
- Request substitute employees, orient substitute to site, provide keys and other information and maintain payroll time cards. E
- Follow established emergency preparedness procedures during drills and emergency situations; maintain emergency preparedness records. E
- Develop and maintain calendars and schedules of school activities, administrative appointments, deadlines for specific processes, and facility use. E
- Work with, train, and coordinate activities with volunteers and parent service organizations.
- Receive, store, and distribute supplies and materials; stock equipment with paper and toner.
- Receive, sort, and distribute mail for school and/or office; receive, sort, stamp, and distribute instructional materials and books; conduct physical inventories.
- Operate and serve as key operator of standard office equipment such as photocopiers, FAX, calculators, microcomputer, and other equipment.
- Direct and supervise students sent to office by teacher.
- Register students, check residency, verify guardianship, request cumulative records, obtain immigration records, prepare student records, and enter data into microcomputer. E
- Make requests for buses for field trips, make reservations, prepare notification information, and advise food service personnel.

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- Receive, review, and process free and reduced price meal applications; prepare periodic reports of free and reduced price meals.
- Compose bulletins, instructions, newsletter, and routine reports and correspondence. E
- Set up bulletin boards.
- Deliver messages, clothing, school materials to students and staff.
- Perform related work, as assigned. E

* **Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License, valid First Aid and CPR Certificates are required (some positions); Injection Certificate may be required.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation;
- Modern office equipment and procedures;
- Basic arithmetic;
- Computer terminal operation methods;
- Common public relations courtesies, practices, and techniques.

Ability to:

- Perform secretarial work of average difficulty with speed and accuracy;
- Read and interpret specific rules, laws, policies, and procedures and apply them with good judgement in a variety of procedural situation;
- Make arithmetic calculations with speed and accuracy;
- Operate computer terminal or word processor;
- Perform First Aid;
- Establish and maintain indexes and files;
- Work independently with confidential records and materials;
- Keyboard at a speed of 50 words per minute from clear, legible copy;
- Perform business mathematics functions and maintain financial records;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is working-level experience performing varied secretarial and record keeping duties in a setting with considerable public contact, or completion of course work leading to an Associate of Arts major in Secretarial Science or a closely related field supplemented by entry-level clerical or secretarial experience; or two years of experience at or equivalent to the level of Clerical Assistant wherein the incumbent has acquired the knowledges and abilities listed above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

Vision: (which may be corrected)

Read small print

See small objects at a distance of 2'

View a computer screen for prolonged periods

Hearing: (which may be corrected)

Understand speech over a telephone

Have tolerance to be exposed to noisy conditions

Speech:

Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face contact

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow; extend arms to reach outward and use hands and arms to lift objects

Turn, raise, and lower head

Strength:

To lift, push, pull objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements:

Constant work interruptions

Work independently

Work cooperatively with others

Work inside

Mental Requirements:

To read and write at a moderately complex level is essential for successful job performance

Understand, interpret, and apply information

Math skills at a high school proficiency level

Comparing

Copying

Compiling

Coordinating

Judgment

Learn quickly and follow written/verbal procedures and standards

Process information quickly and make quick decisions

Decision-making

Place information in order of importance

Listen

ASSOCIATED TASKS

To perform tasks such as to:

read budget printouts and forms

read computer screen

word process correspondence and reports and enter data

To perform tasks such as to:

converse with parents

work in a school office

To perform tasks such as to:

answer questions and transmit information to students, staff, parents, and others

To perform tasks such as to:

use a microcomputer and/or typewriter to word process and enter data; to assemble and bind documents; to pick up and open reference books and binders; to hand out and receive forms

look at work on desktop and people who enter office

To perform tasks such as to:

refer to information in binders

To perform tasks such as to:

answer telephone, serve students, staff, and public, perform scheduled work

perform assigned tasks in accordance with deadlines and standards with minimal direction or review of work

register students; obtain absence verification; gain cooperation of staff

administrative support work in an office setting

To perform tasks such as to:

read reference materials and instructions and compose bulletins and reports

read, understand, and follow purchasing and payroll procedures

maintain financial records and order supplies proofread wordprocessed documents

transfer information to forms

prepare reports, such as budget

utilize volunteers; meet deadlines

recognize, scope of authority and act within that scope to relieve site administrator of detail

respond to frequently changing procedures and requirements

handle student/staff emergencies properly

apply school policy and precedent appropriately

determine priority of work

hear and be receptive to paren, staff, and student problems and complaints

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Give verbal instruction
Write/compose

guide staff/parents in completing forms
informational bulletins and routine
correspondence using good grammar and proper
spelling and punctuation

Other Conditions of continued Employment:

- Demonstrate fluency and literacy in English
- Conform to a dress standard
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements