

JOB TITLE: SCHOOL OFFICE MANAGER**BASIC FUNCTION**

Under the direction of the Principal, perform a wide variety of clerical and secretarial duties to coordinate the elementary and middle school office activities and assist the Principal in administrative tasks; perform public relations and communications services for the Principal; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Coordinates the overall office activities and assists the Principal in administrative tasks
- Serves as a personal secretary and office management aide
- Prepares, types and distributes correspondence
- Schedules conferences, appointments and meetings
- Receives, opens, prioritizes and distributes mail
- Serves as an administrative aide by receiving and responding to inquiries over the telephone or in person from parents, staff, students or the general public
- Collects, compiles, organizes, and records a variety of data related to enrollment, attendance, personnel, payroll, budget, and student activities; prepares and maintains related logs and records
- Refers specific communications or correspondence to appropriate staff members for the gathering of data for the administrator's review
- Assists in orienting substitute personnel, providing keys, and instructional materials
- Oversees the registration, enrollment, release or transfer of students
- Initiates follow-up activities to ensure that the operational time lines are met
- Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures
- Reviews the grammar, punctuation, and formatting of outgoing correspondence and other materials and ensures consistency with District policies, regulations, and operational procedures
- Schedules and organizes the clerical functions of the office to which assigned
- Contacts parents and emergency assistance agencies in the cases of serious illness or injury of a student
- Maintains accurate and current student emergency release information and oversees the release of students to authorized persons
- Requisitions, orders and maintains an adequate inventory of supplies and instructional materials
- Assists with budget planning and expenditure control
- May take and transcribe notes pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature
- May collect and account for money associated with school activities according to established procedures
- May assist in the scheduling of school facilities pertaining to civic center use
- May provide input concerning the technical evaluation of the other clerical staff
- May administer first aid and dispense medication to students in accordance with District Policies and Regulations
- Performs other related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Operate modern office equipment including word processing and data processing equipment, automated record management and filing systems, microcomputers and computer terminals
- Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required
- Keyboard at a net corrected speed of 50 words per minute
- Compose correspondence independently
- Take notes and minutes related to meetings and correspondence
- Make arithmetical calculations with speed and accuracy

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Knowledge of:

- Methods and procedures for organizing and coordinating specialized clerical tasks
- District organization, operations, policies and procedures
- English usage, grammar, spelling, and punctuation
- Methods and techniques for office management and organization
- Basic first aid procedures and techniques
- General business correspondence, report writing techniques and telephone etiquette

Ability to:

- Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to the District or individual school
- Solve problems and operate independently with minimal direction
- Understand and perform duties within scope of authority
- Assume responsibility for routine administrative details
- Train and provide direction to office staff
- Plan, schedule and coordinate the clerical activities of the office
- Assemble diverse data and prepare clear and concise reports, correspondence and related material
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Answer routine questions as directed on behalf of supervisor
- Work courteously and tactfully with co-workers, public and parents
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism while keeping the needs of customers a top priority

PHYSICAL DEMANDS

The physical requirements indicated below are examples the physical aspects that this classification must perform in carrying out the essential job functions

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but may involve walking, standing, stretching, bending and reaching overhead for brief periods.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience, education and training that would provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Three years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions.

Education:

Equivalent to the completion of High School, including or supplemented by coursework in shorthand, typing, office management, data entry and output report development, or other related skill areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Typing certificate which demonstrates a net speed of 50 wpm.