

SCHOOL OFFICE MANAGER - ELEMENTARY

Purpose Statement

The job of School Office Manager - Elementary was established for the purpose/s of providing secretarial and administrative support to the elementary principal and other administrators; overseeing the daily operations of the school site; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating projects and site activities.

This job reports to Principal

Essential Functions

- Administers medication and/or first aid to students under the guidance of the school nurse for the purpose of meeting immediate health care needs.
- Answers incoming telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Attends meetings, trainings, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Collects funds for the purpose of ensuring receipt of revenues, accuracy and timely completion of transactions.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. staff trainings, work assignments, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in compliance with established guidelines.
- Distributes mail, checks, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties.
- Greets visitors for the purpose of providing direction and/or ensuring that visitors sign in/out as required.
- Maintains documents, files and records (e.g. administrative and financial records, Principal's calendar, registration, all forms, student cumulative folders, attendance records, report cards, data processing records, testing materials, immunization records, financial information, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors budgets for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Oversees students in the office for the purpose of providing direction and/or training in office practice and/or monitoring students referred for illness, students not picked up from school, and/or disciplinary actions.
- Performs record keeping and clerical functions (e.g. copying, faxing, scheduling, correspondence, budget, work orders, permission forms, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares a wide variety of written materials (e.g. calendars, schedules, budgets, reports, letters, work orders, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. requisitions, claims, data entry, time cards, sub sheets, personal leave, professional leave, receipts, etc.) for the purpose of disseminating information to appropriate parties for action.
- Registers new students for the purpose of determining students eligibility and enrollment in course of study.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Serves as a liaison between the principal, teachers, students, parents, and other staff for the purpose of conveying and/or gathering information required for district operations.

- Serves as the SASI site coordinator for the purpose of ensuring compliance with established regulations.

Other Functions

- Assists in office maintenance (e.g. requisition, receiving/distributing supplies, etc.) for the purpose of ensuring the availability of items as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operations, services and activities of an elementary school, principles of lead supervision and trainings; concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; common office machines; spreadsheet and database applications; and first aid.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Keyboarding test and other pre-employment proficiency testing may be required.

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

Classified 52

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____