

PENINSULA SCHOOL DISTRICT
Job Description

OFFICE MANAGER

Location: Elementary School

JOB SUMMARY:

This position manages the operation of the elementary school office. Responsibilities include greeting parents and students, serving as secretary to the Principal and providing various support services for students, parents, staff and the public. The position promotes positive public relations for the school and the district.

DUTIES AND RESPONSIBILITIES:

1. Manages the operation of the elementary school office. Serves as building receptionist; answers and responds to telephone and in-person inquiries from students, parents, and the public. Screens calls for the Principal.
2. Provides secretarial support to the Principal; maintains appointment calendar, schedules meetings and conferences. Compiles data for enrollment and other reports and lists. Formats and types correspondence, forms, memoranda and reports from handwritten drafts or dictation; duplicates materials. Types and distributes staff bulletin and school newsletter. May attend meetings to record minutes.
3. Coordinates work of secretarial/clerical personnel assigned to the office; assigns and reviews work; monitors workload. Coordinates activities of parent volunteers; provides training and assigns tasks. Maintains current listings of volunteers. Coordinates use of office computer, troubleshoots problems and provides information to staff.
4. Registers incoming students and processes enrollment materials; completes data entry on computer; coordinates services and information with sending/receiving schools and district office; completes procedures for students withdrawing from the school. May register students for kindergarten; enters data information into computer; sets up orientation schedule; mails materials. Organizes and distributes conference materials to teachers.
5. Maintains student attendance records or monitors maintenance of records by other clerical staff. Assists in contacting parents concerning questionable absences of students.
6. Provides basic first aid medical care to ill or injured students in the absence of the school nurse. Calls parents and makes arrangements for transportation home as necessary; communicates with parents concerning re-admission. Gives medication as authorized. Checks and maintains immunization records; follows up with parents as necessary.
7. Maintains records and files for staff and student information; maintains staff absence records and prepares payroll forms. Makes some arrangements for substitute personnel in coordination with the district's substitute office.
8. Maintains accounting ledgers for ASB and general building budgets; collects and records monies for various student activities; prepares and makes bank deposits; writes checks. Prepares bank reconciliations and month-end reports. Maintains checking account for ASB Imprest accounts, revolving fund and staff fund. Tracks and

Office Manager - Elementary School

purchase orders and maintains running total. Processes free and reduced lunch applications; sells lunch tickets and writes receipts; submits daily lunch count. May collect and deposit money for student store; orders supplies and pays invoices for store.

9. Issues and monitors building keys; maintains safe. Troubleshoots problems with office equipment and calls for service as necessary. Writes work orders for custodial personnel. Communicates with Transportation Department concerning transportation arrangements for students. Coordinates building use with appropriate staff; maintains calendar; schedules times and rooms.
10. Requisitions, receives, accounts for and distributes school supplies, textbooks and materials. Takes periodic inventory.
11. Coordinates a variety of school programs such as federal surveys, school pictures, school insurance, voter registration, fund raising events, and other activities. Coordinates beginning and end-of-year office activities.
12. Supervises students who come into the office; monitors student behavior. Assists parents in filling out forms. Provides clerical assistance to itinerant staff and parent organizations as requested.
13. Promotes effective public relations with parents and the general public.
14. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Principal. Provides lead direction to office clerical staff and community volunteers.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions; requires dealing with upset or angry parents and students; required to care for ill or injured children; is exposed to infectious diseases carried by children.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and four years of increasingly responsible office experience, including records maintenance and bookkeeping. Experience in dealing with children and the public.

Allowable Substitution

Alternative combinations of advanced training and experience will be evaluated by the Personnel Office for comparability.

Knowledge, Skills and Abilities

Knowledge of general secretarial procedures.
Knowledge of correct grammar, spelling, and English usage.
Knowledge of general bookkeeping procedures; ability to maintain accounting ledgers; minimum math score of 90%.
Keyboarding skill at 60 words per minute.
Shorthand or speedwriting skills desirable.
Skill in operating general office machines.
Excellent written and oral communication skills.
Ability to interact with school-aged children in a warm, confident manner.
Ability to screen and treat minor student illnesses or injuries.
Ability to accurately perform arithmetic calculations.
Ability to learn the operation of word processing equipment.
Ability to learn the use of a microcomputer and various software programs.
Ability to transcribe machine dictation.
Ability to set up and maintain an accurate filing system.
Ability to attend to detail and follow tasks through to completion.
Ability to organize and set priorities.
Ability to work effectively under pressure and be flexible.
Ability to work independently with minimal supervision.
Ability to maintain confidentiality.
Ability to establish and maintain effective working relationships with students, parents, staff, and the general public.

Licenses/Special Requirement

Must complete training in first aid and CPR as required by the district. May require training in voter registration.