

PENINSULA SCHOOL DISTRICT
Job Description

OFFICE MANAGER

Location: Middle School

JOB SUMMARY:

This position manages the operation of the middle school central office. The position greets parents and students, serves as secretary to the Principal, and provides 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 central school office. Greets parents, students, and visitors entering the office and provides assistance. Answers the telephone and responds to inquiries; screens calls for the Principal. Receives and distributes mail.
2. Provides secretarial support to the Principal; maintains appointment calendar and schedules meetings. Compiles data for and prepares 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 meeting minutes.
3. Coordinates work of office clerical staff; monitors workload; makes arrangements for vacation coverage and overload assistance; manages special projects.
4. Coordinates work of student office assistants and community volunteers; assigns and reviews work.
5. Maintains records and files for staff and student information. Maintains staff absence records and prepares payroll forms. Arranges for assignment and release of substitute personnel in coordination with the district's substitute office.
6. Issues and monitors building keys; maintains safe. Troubleshoots problems with office equipment and calls for service as necessary. Writes work orders for custodial personnel. May communicate with Transportation Department concerning transportation arrangements for students.
7. Assists in accounting for and distributing school supplies, textbooks, and materials; takes periodic inventory.
8. Coordinates a variety of programs as requested, such as voter registration, school pictures, school insurance and other activities.
9. Supervises students who come into the office; monitors student behavior. 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. Gives medication as authorized.
10. Coordinates activities involved with the opening and closing of school, such as preparing handbooks and schedules.

11. Promotes positive relations with parents and the general public.

Depending on individual school assignment, the middle school office manager may perform one or several of the following duties:

12. Operates computer equipment to generate the schools' master schedule; enters information on computer for attendance and grade reporting; generates computer data such as reports and forms. Trains others on use of computer system; maintains contact with computer service company.
13. Provides assistance to bookkeeping and/or attendance functions; provides secretarial support to the school counselors.
14. Registers new students; checks immunization forms; requests records from other schools for students who are transferring. Withdraws students leaving the school; forwards records to the next school if applicable.
15. Distributes, collects and mails quarterly progress reports to students.
16. Formats, types, and edits staff handbook; maintains district procedure manuals; prepares and submits student accident reports. Prepares and submits monthly enrollment count, ethnic student count, and other counts as requested. Coordinates distribution and collection of federal survey forms.
17. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Principal. Provides lead direction to building secretarial and clerical personnel.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions; requires visual concentration on detail, dexterity, and precision; requires dealing with upset or angry parents and students; requires occasionally care for ill or injured students.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and four years of increasingly responsible secretarial experience, including records maintenance and bookkeeping. Experience in dealing with adolescents and the public. School district experience preferred.

Allowable Substitution

Alternative combinations of advanced secretarial training and work 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 skill desirable.
Skill in operating general office machines.
Excellent written and oral communication skills.
Ability to screen and treat minor student illnesses or injuries.
Ability to interact with adolescents in a warm, confident manner.
Ability to operate 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 Requirements

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