

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: SCHOOL OFFICE MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Principal, provides complex administrative and secretarial support to the Principal; oversees the day to day school office activities and relieves the Principal of administrative and clerical details; monitors assigned office activities and provides information, recommendations and guidance as requested by Principal; maintains a variety of files, reports and records related to assigned duties.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administers first aid and prescription medications to students under the direction of a health care professional in the absence of the Health/Attendance Technician in compliance with established guidelines; assists with monitoring students while visiting the office as assigned.

Assists assigned administrator with monitoring assigned office activities and special projects; conducts research on various items for administrator as needed.

Communicates with students, parents, personnel, the public and outside agencies to exchange information, coordinate activities and resolve issues or concerns; serves as a liaison between parents, faculty, the school site and District administration; assures campus visitors are properly signed in and identified according to established procedures.

Composes a variety of documents including correspondence, agendas, minutes, newsletters, bulletins and reports as assigned; communicates information and creates documentation in according to established guidelines.

Coordinates a variety of projects, functions and program components including facility usage, guest teachers, meetings, in-service events, travel and accommodations as assigned; updates and maintains assigned calendars and schedules meetings and appointments; sends out reminders for activities and events as needed.

Coordinates daily substitute activities for assigned certificated and non-certificated personnel and assures staff absences are covered as needed; provides substitutes with keys and required information; inputs and updates assigned employee attendance information.

Inputs and updates student enrollment and registration information in an assigned system; provide families with new student information and forms; checks required forms and documents for accuracy and completion; maintains student cumulative record information accordingly; updates immunization information accordingly.

Operates a variety of office equipment including a copier, fax machine, telephone, computer and assigned software.

Prepares and maintains a variety of files, reports and records related to assigned duties including student registration data, student health forms, personnel records and financial records as assigned; provides information and in accordance with established administrative guidelines and legal requirements; prepares a variety of reports, documents and correspondence of a confidential and non-confidential nature; assures accuracy of input and output data.

Provides complex administrative and secretarial support to the Principal; oversees the day to day school office activities and relieves the Principal of administrative and clerical details; acts on behalf of assigned administrator in their absence regarding related questions, concerns and complaints; gathers and communicates required information.

Requisitions, receives, stores and coordinates distribution of assigned supplies and office materials.

Tracks budgets and reconciles account balances for assigned budget categories according to established procedures; processes documents and materials including timesheets, work orders, requisitions, travel reimbursements and budget transfers as assigned; collects payments for a variety of events including those related to student council, donations, fines, fees and fund raisers as assigned.

#### **OTHER DUTIES:**

Attends and participates in meeting, in-service trainings, workshops and conferences; records minutes as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Organizational operations, policies and objectives.  
Basic first aid techniques.  
Operation of a computer and assigned software.

**ABILITY TO:**

Perform a wide variety of clerical and secretarial duties to coordinate school office activities.  
Learn, interpret, apply and explain rules, regulations, policies and procedures.  
Understand and follow oral and written directions.  
Compose correspondence independently.  
Complete work with many interruptions.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office machines including computer, calculator and copier.  
Understand and work within the scope of authority.  
Plan and organize work.  
Train and provide work guidance to others.  
Work confidentially with discretion.  
Plan and organize work.  
Meet schedules and timelines.  
Administer first aid.  
Type and enter data at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and four years of increasingly responsible and varied clerical work.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid First Aid and CPR certification issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to retrieve materials.  
Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read, prepare and assure the accuracy of documents.  
Lifting, carrying pushing and pulling light objects.

**HAZARDS:**

Potential contact with blood and other body fluids.  
Potential contact with blood-borne pathogens and communicable diseases.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 9/28/17