

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	OFFICE MANAGER 2	2.1.8
Effective Date	Job Title	Index

PURPOSE

Improving student achievement by performing a variety of office management duties in support of an assigned elementary school; and to provide secretarial support to a Principal.

CLASS CHARACTERISTICS

Positions in this class coordinate and participate in the clerical, record keeping, secretarial, and administrative support tasks of a larger elementary school office. Performs confidential secretarial duties for the School Principal. May coordinate the work of a small number of full and part-time clerical positions, including student workers, crossing guards and volunteers working in the school. This class is distinguished from the School Secretary class on the basis of the responsibility for coordinating an increased volume and breadth of work which flows through the school office as the result of larger and more diverse programs; and on the basis of the responsibility for the coordination of subordinate clerical positions.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Principal. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions, and that work is reviewed occasionally while in progress and upon completion.

Exercises functional and technical supervision over assigned clerical personnel as well as crossing guards, student workers and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Planning, organizing and managing a large elementary school office including administrative, staff and student activities.

Researching, compiling and preparing routine administrative and complex clerical reports and documents.

Compiling, monitoring and maintaining a variety of financial and statistical records and accounts related to school activities.

Planning, assigning and reviewing the work of assigned clerical positions; assists in the evaluation of clerical staff.

Entering and retrieving data using a computer and word processor and/or spreadsheet software programs; developing complex records maintenance systems; maintaining records and generating reports including MUNIS, SmartFind Express (automated substitute calling system) and School Administrative Student Information (SASI).

Recording and maintaining confidential records and files.

Supervising and training student aides, crossing guards and volunteers.

Serves as resource person regarding accounting procedures, account numbers, and other office matters.

Answering questions from and acts as liaison between the Principal and other District employees, students, and the general public.

Establishing new routines and procedures within prescribed limits; develops recommendations regarding other changes as necessary.

Performing related duties consistent with job description and assignment.

Maintaining regular and consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office coordination and supervision.

Principles and practices of record keeping.

Practices of basic bookkeeping.

Payroll and personnel laws.

English spelling, grammar and punctuation.

Principles and practices of work coordination and distribution.

Modern office procedures and computer equipment. Proficient in all computer applications used by the district and use of the internet for school business, including Microsoft Word, Excel, Groupwise, SASI, Internet Explorer, SmartFind Express, MUNIS, Quicken, Publisher, Print Shop.

Ability to:

Independently plan and efficiently manage school office functions

Take independent action where required and handle unique problems

Work effectively with a service-oriented attitude in a busy school office setting subject to frequent interruptions

Multi-task with the ability to adapt quickly to changing situations. Meet pre-set deadlines

Make decisions in emergency situations with or without the input of the Principal. Know and understand safety procedures including training in first aid and CPR.

Provide medical support to students in the absence of the Nurse or School-Based Health Assistant. Assist students who are ill with compassion and patience.

Understand, interpret and apply district policies, procedures, and regulations affecting school operations and programs

Respond in an empathetic manner in interactions with students

Prepare and maintain complex records and to prepare periodic reports from such records

Prepare and maintain moderately complex fiscal records and ledgers including budget documents

Coordinate the work of others

Compose routine correspondence

Operate a personal computer with integrated financial system access and related peripheral equipment and software including MS Word, Excel, Filemaker Pro or other database programs.

Type at a speed necessary for successful job performance

Exercise diplomacy and tact and maintain a high level of professionalism. Promote public relations

Maintain highest level of confidentiality in all matters relating to staff, students and families

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible secretarial experience, including some work coordination responsibilities.

Training:

Equivalent to the completion of the twelfth grade. Additional courses in a Community college or Technical College regarding secretarial skills, computer applications, writing and grammar.

Special Requirement

Possession of or ability to obtain First-Aid card. CPR certification preferred.

Work Environment: Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 25 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

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I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____