

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>SCHOOL OFFICE SPECIALIST</b>	2.1.12
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing a variety of moderately complex clerical duties, using various office equipment and computer software programs in a school office setting in direct administrative support of a school.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and general supervision from an assigned supervisor and may receive technical and functional supervision from higher-level school office support personnel. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

**ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**  
NOTE: Actual job duties may vary based on assigned area(s) of responsibility within the school.

Preparing and maintaining a variety of moderately complex clerical records such as those related to personnel, student attendance, student discipline, student immunization, school/athletic activities, program expenditures, and supplies and materials.

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 the student information system.

Serving as school office receptionist if required; receiving and screening telephone calls and referring to appropriate person/office for routing; receiving and directing office visitors; responding to general inquiries for information and assistance; handling calls from upset, angry, or confused callers.

Interpreting, applying and explaining rules, regulations, procedures and departmental or school policies.

Initiating and maintaining a variety of files and records; maintaining manuals and updating resource materials.

Maintaining appointment schedules and calendars, arranging meetings and conferences, making travel arrangements.

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

Word processes a variety of written material including letters, tests, reports, statistical data and charts from rough draft.

Organizing and distributing mail to staff

Ordering and receiving supplies and materials for the school.

Performing basic accounting and bookkeeping tasks.

Dispensing medication to students, maintaining medical records and may perform routine first aid duties.

Providing clerical support to committee(s) by assembling the agenda and background materials, transcribing and distributing minutes.

Coordinating the work of student assistants working in the office area.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Work organization and research techniques sufficient to collect, analyze, and interpret data

English usage, spelling, grammar, punctuation and arithmetic

Modern office procedures and office computer hardware and software

Principles and practices of business letter writing

Record keeping principles and procedures

Terminology used in bookkeeping and accounting clerical work as required

**Ability to:**

Multi-task in a high volume, busy school office setting

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

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Perform a wide variety of clerical support functions requiring decision making within established policies, rules, and procedures

Plan, organize, prioritize, and complete work assignments in a timely and efficient manner

Operate a computer with integrated financial system access and related peripheral equipment and software. Operate various office machines.

Type at a speed necessary for successful job performance

Work efficiently and effectively in a busy office setting characterized by frequent interruptions and heavy volume of work

Multi-task with the ability to adapt quickly to changing situations

Work effectively in a team environment

Communicate clearly and concisely, both orally and in writing, with a wide range of people

Explain, clarify, and apply school policies and rules

Compile and maintain complex and extensive records

Analyze situations carefully and adopt effective courses of action

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

Exercise diplomacy and tact and maintain a high level of professionalism

Provide excellent customer service

**Experience and Training:**

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

**Experience:**

Three years of progressively responsible secretarial experience in a sophisticated office setting. Experience in a school office preferred.

**Training:**

Equivalent to the completion of the twelfth grade.

**Work Environment:**

Climate controlled school office setting with exposure to moderate to high noise intensity levels.

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Moderate to high level of contact with district personnel and outside agencies/community depending on work location.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical school 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 15 pounds 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.

Position: School Office Specialist

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_