

### School Office Manager - Middle School

#### Purpose Statement

The job of School Office Manager - Middle School is done for the purpose of providing support to the educational process with specific responsibilities for performing independent, professional, advanced technical and highly complex administrative assistant duties at an assigned middle school site; organizing and coordinating office work flow and communication; providing training and direction to clerical personnel as assigned; and performing independent advanced technical budgeting and financial accounting work for site and student body accounts.

This job reports to Assigned Supervisor

#### Essential Functions

- Administers first aid and may provide authorized medication to students (under the supervision of a health care professional) for the purpose providing emergency and necessary care in compliance with established guidelines.
- Attends a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Communicates with students, parents, and the public for the purpose of explaining policies, procedures and regulations related to school functions and programs.
- Coordinates activities of the principal's office for the purpose of serving as contact person and reference source for staff, students, parents and the public, performing public relations and communications services, and supporting the administration functions.
- Implements specialized budgeting and financial accounting procedures for various site and student body accounts for the purpose of completing transactions and/or securing funds in a timely manner.
- Implements accounting procedures for school fund activities and processes journal entries, transfers and increases to budgets for the purpose of providing internal financial controls and ensuring compliance with established accounting practices and applicable regulatory requirements.
- Initiates work orders for maintenance and technical needs and issues at site level for the purpose of securing items and/or services in working order and in a timely manner.
- Maintains student body financial records, prepares checks, receipts, revolving cash funds and account balances, coordinates financial activities related to cash including receipts, deposits and reconciliation of statements of various accounts for the purpose of ensuring efficiency of procedures and complying with District standards and practices.
- Maintains calendar for the purpose of coordinating communication of school events and activities, making decisions related to procedural matters according to established guidelines, and providing information to address a variety of administrative requirements.
- Manages school employee attendance and prepares and files personnel requests for all district and externally funded positions for the purpose of meeting district staffing attendance requirements while complying with established guidelines.
- Monitors field trip information for teachers and documentation for the purpose of ensuring that all required procedures are followed.
- Orients new site personnel regarding appropriate school and district practices for the purpose of ensuring the success of new personnel in the school.

- Manages campus key inventory for the purpose of maintaining campus security.
- Performs confidential and sensitive tasks for the principal and administration for the purpose of ensuring efficient operation of school office.
- Processes accounts payable, accounts receivable, purchase orders, and initiates all personnel requests related to school site for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Provides direction to office staff, student aids, and volunteers for the purpose of ensuring efficient coordination of workflow and completion of work assignments.
- Responds to substitute coverage needs using the District's online absence tracking and substitute system for the purpose of providing information, ensuring classroom coverage, and reconciliation of staff absences.
- Updates and maintains school website and other communications for the purpose of providing current information, assisting with emergency preparedness, and supporting the school community.
- Writes a variety of documents independently for the purpose of providing effective and accurate communication on behalf of the school according to established District guidelines and procedures.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; and letter and report writing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: applicable sections of State Education Code and other applicable laws, policies and procedures; accounting, budgeting, and fiscal management methods, procedures and terminology; principles and procedures of public agency fiscal management and budget issues; business telephone etiquette; concepts of grammar and punctuation; health and safety regulations; site and District safety plans/safety communications; and oral and written English communication skills.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicate with diverse groups; maintain confidentiality; meet deadlines and schedules; apply strong analytical and organizational skills; work with frequent interruptions; setting priorities; prepare and maintain accurate, complete and timely reports and records; read, interpret, apply and explain rules, regulations, policies and procedures; work independently with little direction; establish and maintain effective working relations; and understand and follow oral and written direction.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Four years of increasingly responsible secretarial experience.

**Education (Minimum):** High school diploma or equivalent. College level coursework preferred.

**Required Testing**

None Required

**Continuing Educ. / Training**

Maintain Certificates and/or Licenses  
District Mandated Training

**Certificates and Licenses**

CPR/First Aid Certificate

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

November 14, 2023

**Salary Grade**

Range 24