

## **School Office Manager - High School**

### **Purpose Statement**

The job of School Office Manager - High School is done for the purpose of providing support to the educational process with specific responsibilities for performing independent, professional, advanced technical, confidential, sensitive, and highly complex administrative assistant duties; organizing and coordinating office work flow and communication; providing training and direction to classified personnel as assigned; and serving as liaison/collaborator between school site and district departments.

This job reports to Assigned Supervisor

### **Essential Functions**

- 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 district personnel, community members, parents, staff and others regarding confidential or sensitive issues pertaining to the school site for the purpose of providing information in accordance with established guidelines and procedures.
- Maintains and prepares a wide variety of documents, files, records and logs including information of confidential nature for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages and responds to substitute coverage needs using the District's online substitute system for the purpose of ensuring classrooms with absent teachers are covered.
- Manages school employee attendance system for the purpose of meeting district staffing attendance requirements while complying with established guidelines.
- Manages and executes major activities and/or events, student registration, graduation, visiting committees, bell schedules, etc. for the purpose of ensuring successful execution of events and meeting district requirements while complying with established guidelines.
- Orients new site personnel regarding appropriate school and district practices for the purpose of ensuring the success of new personnel in the school.
- Participates in interviews of classified, certificated and coaching staff for the purpose of ensuring submission to Human Resources Department documents required to facilitate hiring of chosen interview candidate/s and providing input to the hiring process as may be requested by school administrator.
- Performs administrative duties on complex and sensitive matters for the purpose of supporting the administration functions.
- Performs confidential and sensitive tasks for the principal and administration for the purpose of supporting administrators and ensuring completion of required site activities.
- Plans and facilitates meetings for classified staff for the purpose of providing information, identifying issues, developing recommendations, supporting staff and ensuring effective and efficient workflow.
- Prepares records related to purchases for the purpose of ensuring availability of supplies and equipment for the school functions.
- Prepares agenda items for site faculty meetings, School Site Council, and administrative meetings from oral and written instructions for the purpose of creating documents in compliance with established guidelines.
- Provides confidential, detailed administrative support to Principal in matters involving students, parents, employees, and community members for the purpose of achieving district goals and legal requirements.

- Reconciles employee attendance and reports discrepancies within the District's absence tracking and substitute system to the principal for the purpose of verifying accuracy of information, maintaining accurate records and complying with District practices.
- Researches and compiles information and computes statistical data for Principal and administrative team and in response to District requests for the purpose of providing information as requested.
- Runs daily distribution and annual inventory of all keys needed on campus for the purpose of maintaining campus security.
- Screens callers and visitors for the purpose of answering questions and referring inquiries to the appropriate administrator.
- Supports and assists with emergency communication efforts and media management during crisis situations for the purpose of ensuring the safety of students and campus, coordinating with site administration to communicate and prepare materials for planned emergency drills.
- Updates and maintains school website and other electronic communications tools for the purpose of providing accurate and up to date information to 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 office, site classified staff and administration.

### **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 at an advanced level; 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 technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: customer service techniques; 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; often gather, collate, and/or classify data; and consider a number of factors when using 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: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; strong analytical and organizational skills; working with frequent interruptions; setting priorities; preparing and maintaining accurate, complete and timely reports and records; reading, interpreting, applying and explaining rules, regulations, policies and procedures; working independently with little direction; establishing and maintaining effective working relations; and understanding and following oral and written directions.

#### **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 some 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**

Maintains 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**

**Salary Grade**

Range 24