

School Office Manager - Alternative School

Purpose Statement

The job of School Office Manager - Alternative 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 alternative education 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 provides authorized medications to students (under the direction of a health care professional) for the purpose of 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 Transportation Department for the purpose of ensuring student transportation needs.
- Coordinates and organizes a variety of projects and activities (e.g. in-service events, special events, calendar; facility usage, travel arrangements, etc.) for the purpose of ensuring school objectives are achieved and resources are effectively utilized.
- Implements accounting procedures for all student, parent and staff fund activities for the purpose of providing internal financial controls and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Initiates work orders for all 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 confidential student information, and manages, monitors and follows up with required documentation for the purpose of ensuring accurate records and adhering to District guidelines and regulations.
- Manages staff 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 and manages budgets, including using the District budget and financial software systems, for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Provides direction to all staff and parent volunteers regarding workflow for the purpose of coordinating volunteer management system, providing assistance with job functions and responsibilities, and monitoring visitors to school.
- Manages campus key inventory for the purpose of maintaining campus security.

- Facilitates interviews of certificated and classified applicants for the purpose of supporting the hiring process as requested.
- Performs confidential and sensitive tasks in support of administrator for the purpose of ensuring efficient operation of the school office.
- Prepares a variety of documents and checks for accuracy for the purpose of communicating information, providing recommendations, assisting in resolutions and/or creating documentation in compliance with established guidelines.
- Organizes and guides office staff and parent volunteers regarding workflow and coordinates volunteer management system for the purpose of ensuring efficient office coordination and completion of assignments.
- Researches and compiles information and data for the purpose of providing information to various administrative needs.
- Responds to substitute coverage needs using the District's online absence tracking and substitute systems requests, reconciles substitute with employee absences for the purpose of providing information, facilitating communication, ensuring classroom coverage and reconciling of staff absences.
- Updates and maintains school website and other communications tools for the purpose of providing accurate and up-to-date information to the school community.

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; 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 and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze 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; customer service; flexible and growth mind set; apply strong analytical and organizational skills; work with frequent interruptions; set 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 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 exposure to risk of injury and/or illness.

Experience: Four years increasingly responsible clerical or secretarial experience supplemented by training in office management.

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

Salary Grade

Range 22