

School Office Manager - Elementary School

Purpose Statement

The job of School Office Manager - Elementary 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 elementary 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 prescription medication to students (under the direction of a health care professional) for the purpose providing emergency and necessary care in compliance with established guidelines.
- Implements accounting procedures for all school 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 financial records/accounts for the purpose of completing transactions and/or securing funds.
- Maintains confidential student files for the purpose of enrolling and withdrawing students according to established district procedures, ensuring accurate records and adhering to district guidelines and regulations.
- Manages staff attendance system 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 required procedures are followed.
- Manages campus key inventory for the purpose maintaining campus security.
- Facilitates interviews of certificated and classified applicants for the purpose of supporting the hiring process as requested.
- Participates in a variety of meetings, workshops, and/or trainings as requested for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs diversified clerical duties (e.g. independently composes letters, processing of textbooks and instructional materials, arranging for warehouse pickup of discarded textbooks, providing data for ordering or replacing instructional materials, sorting and distributing inventory, tracking current inventory of materials, etc.) for the purpose of ensuring accuracy of information and availability of materials.
- Performs confidential and sensitive tasks in support of administrators for the purpose of ensuring efficient operation of the school office.
- Prepares and processes a variety of documents and reports for the purpose of communicating information and assisting in resolutions in compliance with established guidelines.
- Provides direction to staff and parent volunteers regarding workflow for the purpose of coordinating volunteer management system, providing assistance with job functions and responsibilities and monitoring volunteers, field trip chaperons and visitors to school.

- 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.
- Schedules a variety of projects, functions, activities and/or program components for the purpose of completing activities, presenting information, and supporting site programs.
- Updates and maintains school website and other electronic communication tools for the purpose of providing accurate and up-to-date information to the school community.
- Verifies and completes student attendance reports and entries for IEP and 504 students for the purpose of ensuring the accuracy of student attendance records and running reports as needed.
- 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.

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, 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: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; applying 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 clerical experience.

Education (Minimum): High school diploma or equivalent.

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