

ELEMENTARY SCHOOL OFFICE MANAGER**DEFINITION**

Under direction of an elementary school principal, to perform complex and responsible secretarial work and relieve the principal of a variety of administrative and office detail; to serve as office manager, coordinating the secretarial and clerical services of the school; to perform public relations and communications services; to provide and coordinate first aid and health services; and to do related work as required.

EXAMPLES OF DUTIES

Serve as secretary and assistant to the principal; receive and screen telephone calls, parents and visitors and incoming correspondence; maintain calendar; arrange meetings, conferences and workshops; set-up and maintain files; independently or with general instruction, compose correspondence and other communications; attend meetings, take minutes and follow-up on actions required; maintain confidentiality on sensitive matters; monitor the office staff; serve as resource to employees, students and the public on information concerning school and District policies, procedures, practices, events, activities, and other information; act as liaison between the principal's office and the school, other employees, parents, students, and departments on-campus or in the District Office, keeping the principal informed of problems or emergencies; maintain directories, work and class schedules and related school calendars; oversee the production, distribution/mail out of various school materials, including newsletters, announcements, press releases, handbooks and brochures; provide all phone, information, message and reception services; maintain and monitor general school and special program budgets and expenditures; assist with the collection of fees and coordination of plans for field trips; maintain and process fiscal and personnel records and transactions, including personnel evaluations, payroll, ASB records, and attendance; oversee volunteer clearance; prepare requisitions and repair requests; accept deliveries; may make recommendations on selection of student assistants, classified staff and noon supervisors; assist in the coordination of curriculum and accreditation reviews, teacher assignments and classroom observations; administer first aid/medication; report health problems to District Nurse; maintain student health records, immunization reports, vision and hearing screening; maintain student records on grades, enrollment, class size, suspension, truancy and all other student related transactions; register new and continuing students; may assist in coordinating of the earthquake, fire and disaster preparedness plan and drills; coordinate use of school facilities; monitor and maintain building key control.

QUALIFICATIONS**Knowledge of**

Correct English, grammar, spelling and punctuation; office methods, procedures and practices and office automation, including computer operations/word processing.

Ability to

Coordinate a variety of different secretarial tasks, determining the relative importance of each; re-schedule and distribute work assignments due to changing priorities; learn independently, interpret and apply written policies and procedures; review office procedures; trace clerical processing errors; learn the operations of complex departments; plan, organize and oversee the work of

others; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; independently compose correspondence; keep complex records and files; screen mail, telephone calls and visitors; maintain confidential files; project needs for office equipment and supplies; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills; and possess a District-approved First Aid Certificate.

Experience

Three years of progressively responsible general clerical or secretarial experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978
Revised: July 8, 1987
Revised: July 11, 1989
Revised: June 7, 1990
Revised: February 11, 1997
Revised: December 12, 2000, effective January 1, 2001
Revised: December 10, 2002, effective January 1, 2003
Revised: February 8, 2005, effective March 1, 2005
Revised: March 13, 2007, effective April 1, 2007
Revised: October 1, 2015, effective January 22, 2016
Revised: August 4, 2022