

VIRTUAL ACADEMY OFFICE MANAGER**DEFINITION**

Under direction of the school principal, to perform complex and responsible secretarial work and relieve the principal of a variety of administrative and office detail; to coordinate the secretarial and clerical services of the school; 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 work of 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, 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 and mail-out of various school materials, including newsletters, announcements, press releases, handbooks and brochures; supervise phone, information, message and reception services; maintain and monitor general school and special program budgets and expenditures; maintain and process fiscal and personnel records and transactions, including personnel evaluations, payroll and attendance; may collect and account for student body funds; prepare requisitions and repair requests and may accept deliveries; may make recommendations on selection of student assistants and classified staff; and may assist in the coordination of the Master Schedule, summer school, 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, maintain student records on grades, enrollment, class size, 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

Apply judgment, discretion and initiative in performing secretarial and administrative assistant assignments; maintain confidentiality; coordinate different secretarial tasks, determining the importance of each, setting deadlines and completing projects; schedule and distribute work assignments in accord with changing priorities; perform assignments with numerous interruptions; learn, interpret and apply policies and procedures; review and revise clerical processes; plan, organize, train and monitor the clerical work of others; establish and maintain cooperative working relationships; make arithmetical calculations quickly and accurately; 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 6, 2021

Revised: August 4, 2022