

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE MANAGER I - Full-time

DEFINITION

This is a 11 month position, 8 hours per day

Salary: Range 16

Under direction of the Principal, organize, coordinate and oversee day-to-day office activities at an elementary school; perform responsible and varied clerical and secretarial duties to relieve the Principal of administrative details; establish priorities and organize work flow and communication.

DISTINGUISHING CHARACTERISTICS

The school Office Manager organizes, coordinates and oversees the day-to-day office operation at an assigned school. The School Office Manager I is assigned to an elementary school while the II level works at a middle or continuation high school which typically has more complex and diverse staffing, programs and services than an elementary school. The III works at a comprehensive high school where programs and services are even more complex and diverse.

EXAMPLES OF DUTIES

Plan, organize, coordinate and oversee school office activities and communication; perform responsible clerical and secretarial duties to relieve Principal of administrative detail; register and transfer students and maintain related records; maintain student attendance records and prepare student attendance reports; contact parents to verify absences; issue re-admit students returning from absences; establish priorities and assure the timely and procedurally correct completion of administrative support, secretarial and clerical assignments; train and provide work direction to student workers and parent volunteers; serve as the secretary to the Principal and assist with special projects as requested; maintain calendars for the Principal, scheduling meetings and conferences; prepare, type and proofread a wide variety of materials including correspondence, bulletins, reports, requisitions, memoranda and other materials; prepare and maintain permanent student records including test scores and grades; maintain classified attendance records; request District office to schedule substitute teachers; brief and orient substitutes to procedures and campus layout and issue keys; organize, coordinate and facilitate communications for the Principal; interpret, apply and explain school and District policies, rules and regulations; provide first aid to ill or injured students; dispense and record students' prescription medication; coordinate and maintain master facilities calendar; receive, sort and route mail; order office and school supplies and maintain supply inventory; receive, store and issue supplies; contact outside vendors to order supplies and equipment, report equipment malfunctions and arrange for repair; establish and maintain files; compile statistical data for report generation; maintain records and issue receipts of money collected for school activities; operate a computer terminal to enter data and generate required records and reports; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: School office management techniques; modern office methods, practices and equipment; oral and written communications; correct English usage, spelling, grammar, punctuation, vocabulary and composition; first aid procedures; record-keeping methods; word processing, spreadsheet and data base usage; interpersonal skills including tact, courtesy, and patience.

Ability to: Plan, organize, coordinate and oversee day-to-day office activities at an assigned elementary school facility; perform responsible clerical and secretarial duties to relieve Principal of administrative detail; establish and revise priorities as needed to accomplish clerical assignments; meet schedules and time lines; learn, apply and explain rules, regulations and policies; plan and organize work; train and provide work direction to others; compile and maintain accurate records and reports; develop and implement new computer applications involving word processing and other applications as needed; perform first aid procedures; type at 45 WPM net.

Education and Experience: Any combination equivalent to graduation from high school and one years of responsible secretarial or office management experience.

Licenses and other Certification: First aid certificate issued by an authorized agency.

WORKING CONDITIONS

Elementary school office environment; subject to demanding time lines and constant interruptions.

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Per Jobdesc