

**SCHOOL OFFICE MANAGER
SCHOOL OFFICE MANAGER-BILINGUAL (LANGUAGE)****DEFINITION**

Under general supervision, to perform secretarial duties in support of a school Principal; to organize, coordinate, and direct the office operations; to train and provide work direction to assigned clerical personnel; to assist the Principal in the record keeping of school budget and other administrative support duties; and to perform related duties as assigned. Bilingual positions also provide oral and written bilingual services in English and a designated second language.

TYPICAL DUTIES

Plans, organizes, coordinates, and directs clerical functions in a school office, assuring timely completion of work and appropriate conduct of school business. Trains and provides work direction to assigned staff, student aides, and volunteers; delegates, monitors, and adjusts workload and assignments; assists in selecting new clerical personnel. Answers telephones and greets office callers and visitors; provides approved information on a wide variety of school practices, procedures, programs, and activities; refers inquiries regarding the instructional program or individuals needing special assistance to the Principal, teacher, or District office as appropriate; communicates with parents and others concerning student problems. Reports suspected child abuse, personally encountered, according to State and District regulations. Performs responsible secretarial duties in support of the Principal; may act for the Principal in his/her absence in routine matters and in resolving problems not directly related to the instructional program. Assists the Principal in monitoring the school budget by maintaining and reconciling records; compiles, organizes, and inputs financial and statistical data; monitors and maintains detailed records of expenditures. Prepares and processes requisitions and related documents; checks and verifies coding and quantities; assures items are charged against appropriate accounts; prepares budget transfers as needed. Maintains personnel records for certificated and classified staff; prepares, reviews, and processes timesheets for payroll purposes. Prepares and maintains confidential reports, staff evaluations and rosters, new hire information, teacher ratings, and pupil data. Oversees and participates in preparation of various reports related to attendance, enrollment, accidents, special programs, and other periodic reports. Schedules appointments and meetings for the Principal and other site personnel. May take and transcribe notes at meetings; may utilize transcription equipment and take dictation of correspondence and other items including materials of a confidential nature. Screens mail, composes routine correspondence, and types materials.

Distributes incoming mail and supplies; controls campus keys and distributes to staff and substitutes as appropriate; secures, orients, and directs certificated and classified substitutes.

Operates computer and peripheral equipment, programs, and systems to perform a variety of operational functions; assists and instructs others in use of computers as assigned. Provides first aid to ill and injured students as required. Attends District level meetings and serves on committees, review boards and interview panels; communicates information back to staff. In the absence of the Custodian, secures the school office by checking perimeters, locking doors, setting alarms, and controlling keys. May assist with campus security. Receives, secures, and distributes pay warrants and other signatory documents as required by the District. Serves as liaison between the school, staff, the District, and the community. Maintains inventory of school equipment including assignments to special programs and funds. Performs related duties as assigned.

Bilingual Assignments

Provides interpreting and translation services in a designated second language as required by the assignment; translates written materials and interprets for non-English speaking students and parents.

DISTINGUISHING CHARACTERISTICS

The **School Office Manager** is the lead member of a school clerical staff and provides secretarial support to a school Principal. The **School Clerk** is the experienced level classification performing general and more specialized clerical support duties in a school. The **Secretary I** performs responsible secretarial and clerical duties for a non-school administrator.

EMPLOYMENT STANDARDS

Knowledge of: Modern school office methods, practices, and procedures; proper English usage, punctuation, spelling, and grammar; principles of training and providing work direction; office management techniques; financial and statistical record-keeping practices; operation of computers, peripheral equipment, programs, and systems used in a school environment; budget preparation and control procedures; records management techniques; correct business English and composition; basic first aid procedures.

Ability to: Plan, organize, coordinate, and oversee clerical functions and personnel in a school office; prepare, monitor, and maintain budget and financial records; train and provide work direction to others; type at a speed of 40 net words per minute; make decisions and use sound judgment; maintain confidentiality of information as appropriate; establish cooperative and effective working relationships with others; interact effectively with children; communicate effectively both orally and in writing; plan, organize, and establish work priorities.

Typical Physical Activities and Work Environment: School office; subject to frequent interruptions, interaction with students, including lifting injured students and exposure to communicable diseases, and demanding timelines.

Typical Background: Any combination equivalent to graduation from high school, supplemented by training in computer operation and financial record keeping, and three years of increasingly responsible clerical experience including school office experience. A First Aid Certificate is highly desirable.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.