

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SCHOOL OFFICE MANAGER-ADULT SCHOOL**

### **BASIC FUNCTION:**

Under the direction of the Director of Adult Education, organize, coordinate, schedule and perform a variety of office activities at the adult school office; coordinate communications between administrators, faculty, staff, students and the general public; train and provide work direction to clerical personnel and others as assigned.

### **REPRESENTATIVE DUTIES:**

Organize and coordinate a wide variety of clerical and other office functions and activities in the administrative office of an adult school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.

Serve as secretary and provide administrative assistance to the Director; make, schedule and arrange appointments, meetings and conferences; select and schedule rooms for meetings workshops and classes.

Communicate with a variety of site and District personnel and administrators regarding school operations and maintenance, personnel matters, supplies, policies and procedures, budget appropriations and various meetings.

Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, reports, records, memoranda and requisitions.

Compile and organize information for the Director; compose and respond to routine correspondence; prepare materials for meetings, workshops and Board approval; open, sort and route mail.

Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel regarding adult school programs and classes; interpret, apply and explain District policies and school procedures and regulations.

Train and provide work direction to clerical personnel and others as assigned; provide input and recommendations regarding performance evaluations.

Operate a variety of business and office machines including mimeograph, typewriter, copier, cash register and computer and/or wordprocessing hardware.

Order, receive and distribute school supplies, materials and equipment as needed; ensure that office machines function properly and arrange repairs as needed.

Prepare and maintain a variety of records, files and reports related to faculty certification, personnel and payroll, student attendance and academic achievement and adult school programs; maintain confidentiality of information related to students and personnel.

Prepare the certificated and classified payroll; maintain accurate absence records and reports and prepare substitute time sheets; provide orientation, keys, directions and pertinent information to substitutes.

Enroll and transfer students in classes; assure that records are completed and processed properly; mail transcripts as needed.

Collect and account for tuition fees and other monies as directed; sell books and supplies to students; prepare bank deposits and maintain budget records as assigned.

Provide secretarial and clerical support to adult school counselors; type diplomas and assist in maintaining permanent student records, folder and files.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and coordination of an adult school office.  
Secretarial, clerical and administrative assistance duties required to support a school administrator.  
Coordination of office aspects of diverse programs offered through an adult school.  
Basic aspects of adult school programs such as ESL, Parent Education, high school diploma and other programs.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
District organization, operations, policies and objectives.  
Applicable sections of State Education Code and other applicable laws.

**ABILITY TO:**

Organize, coordinate and prioritize a wide variety of clerical and secretarial activities and functions in the administrative office of an adult school.  
Assist the Director in administrative detail and respond to routine inquiries.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Communicate effectively with students, parents, staff and administration.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Complete work with many interruptions.  
Work confidentially with discretion.  
Maintain records and prepare reports.

Type at 50 words net per minute from clear copy.  
Work cooperatively and effectively with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by course work in business, office management or related field and four years of increasingly responsible clerical and secretarial experience involving public contact.

**WORKING CONDITIONS:**

Adult school office environment.