

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SCHOOL OFFICE MANAGER - CONTINUATION HIGH SCHOOL**

### **BASIC FUNCTION:**

Under the direction of the Principal, organize, coordinate, schedule and perform office activities at a continuation high school and serve as secretary to the Principal and counselor; 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 a continuation high 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 Principal and counselor; make, schedule and arrange appointments, meetings and conferences; maintain calendars for the Principal, counselors and other staff as directed.

Communicate with a variety of site and District personnel and administrators regarding school operations and maintenance, personnel matters, supplies, policies and procedures and student attendance records and concerns.

Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, reports, records, lists, rosters, suspensions and evaluations.

Register new and returning students; post grades and credits and assure that records are completed and processed properly for student transfers and drops; generate transcripts and request and release cum records as appropriate.

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

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

Operate a variety of business and office machines including typewriter, copier, calculator, communications equipment; may operate computer and/or word processing hardware.

Order, receive and distribute school supplies, materials and equipment as needed; assure that office machines function properly and arrange repairs as needed; participate in supply inventories.

Prepare and maintain a variety of records, files and reports related to payroll and personnel; enrollment, attendance, maintenance and operations and school activities; 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; log staff on and off school site.

Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort and route mail.

Collect and account for fees and other moneys as directed; prepare bank deposits and maintain student indebtedness records as assigned.

Administer first aid and dispense medication in accordance with established policies and guidelines; maintain composure and respond effectively in emergency situations taking appropriate action.

Assist in coordinating a variety of school activities including open house, graduation and special events such as partnerships and job shadowing.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### Knowledge of:

Organization and coordination of a continuation high school office.  
Secretarial, clerical and administrative assistance duties required to support a school administrator.

##### Alternative programs.

Coordination of office aspects of diverse programs and activities.

Special needs and problems of continuation high school students.

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.

Basic First Aid procedures.

Health and safety regulations pertaining to position.

District organization, operations, policies and objectives pertaining to position.

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 a continuation high school.

Assist a Principal in administrative details and respond to routine inquiries.

Assist and respond to the needs of continuation high school students.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively with students, parents, staff and administration.

Read, apply and explain rules, regulations, policies and procedures pertaining to position.  
Complete work with many interruptions.  
Work confidentially with discretion.  
Maintain records and prepare reports.  
Type at 50 words net per minute from a 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 two years of increasingly responsible clerical and secretarial experience involving public contact.

#### LICENSES AND OTHER REQUIREMENTS:

Valid First Aid Certificate within six months of employment.

#### WORKING CONDITIONS:

Continuation high school office environment.

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