

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE MANAGER-ELEMENTARY

BASIC FUNCTION:

Under the direction of the Principal, organize, coordinate, schedule and perform office functions at an elementary school where the programs and activities are complex and diverse; serve as secretary to the Principal and staff and coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned.

REPRESENTATIVE DUTIES:

Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences.

Take and transcribe, using any form of dictation or note taking skills, correspondence, reports, bulletins or memoranda.

Maintain confidentiality related to information of students, parents and personnel.

Assist the Principal in routine administrative duties and in the Principal's absence, use independent judgment to determine appropriate course of action regarding emergency situations.

Collect, input, maintain, save and provide accurate, up-to-date computerized information regarding enrollment/clearance, monthly attendance, identification/emergency information, class lists, free/reduced lunch program, and other pertinent data as required.

Prepare the certificated and classified payroll; maintain accurate absence records and reports and prepare substitute time sheets.

Train and provide work direction to clerical personnel, morning/recess/noon duty aides, and substitute aides, student assistants, and others as assigned. Review work performed by clerical personnel; provide feedback as necessary. Provide input and recommendations in the selection and evaluation of classified staff.

Arrange for guest teachers. Provide keys, orientation, directions, and assistance including pertinent attendance information and registration procedures to new and guest teachers. Arrange for substitutes for clerical, playground/recess/noon aides.

Enroll new students. Prepare, complete, and process student permits and transfers. Check new enrollees for immunization, residency, guardianship, and immigration requirements.

Prepare and maintain a variety of records, files and reports related to payroll and personnel, industrial accidents, maintenance and operations, class coverage, attendance, supplies and inventory, vandalism, facility use and State and District-mandated reports and forms.

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 including health requirements and necessary forms in the absence of health personnel; refer to agreements for classified and certificated personnel as needed.

Coordinate and facilitate communications and serve as liaison between District and site personnel, other school districts, parents, students, school and community organizations, police department, businesses and the general public.

Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route District and U.S. Mail including bulk mailings. Collect and correct appropriate information, complete and expedite State and District required forms and reports; determine eligibility of State and District Lunch Applications and initiate parent eligibility letters.

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

Operate computer and/or word processing hardware and software as well as a variety of business and office machines including typewriter, calculator, mimeograph, Xerox machines and other copiers, and communications equipment.

Inventory, order, receive and distribute a wide variety of supplies, equipment, textbooks, materials and special items requested by faculty; ensure receipt and proper distribution. Ensure that office and classroom machines function properly and arrange repairs as needed.

Communicate with a variety of site and District personnel and administrators to coordinate school operations, such as maintenance, personnel matters, supplies, Board policies, procedures, student attendance, records and concerns. Resolve conflicts and issues and exchange information as appropriate.

May organize, prepare and maintain the calendar for school and outside events; schedule and arrange the use of campus facilities by school, public and community groups.

Type from notes, rough draft or verbal instructions a variety of written materials including correspondence, bulletins, forms, lists, memoranda, calendars, requisitions, records, reports, confidential material, maintenance memos, schedules, school programs, and evaluations.

Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at an elementary school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.

Establish and organize the key distribution system for school buildings, facilities and classrooms; determine individual needs for keys; check keys in and out and maintain appropriate records.

Collect and account for fees and other monies as directed; prepare bank deposits, maintain budget records as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Organization and coordination of duties, assignments and clerical staff in the administrative office of an elementary school.

Organization and management of an elementary school office.

Secretarial, clerical and administrative assistance duties required to support an elementary administrator.

Coordination of office aspects of diverse programs and activities.

Organizational skills and public relations techniques.

Financial and statistical record-keeping.

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, collective bargaining agreements, and objectives pertaining to position.

Applicable sections of State Education Code and other applicable laws.

District disaster preparedness procedures.

Computer hardware and software related to position.

ABILITY TO:

Organize, coordinate and prioritize a wide variety of clerical and secretarial activities and functions in the administrative office of an elementary school.

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

Organize, schedule and maintain calendar for diverse activities, programs and events.

Coordinate and facilitate communications between District and site personnel, students, parents, community organizations and the general public.

Coordinate work flow, duties, assignments and clerical personnel to accomplish goals effectively and efficiently.

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 clear copy.
Take and transcribe from notes or any form of dictation accurately.
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 Aide Certificate within six months of employment.

WORKING CONDITIONS:

Elementary school office environment subject to demanding timelines and constant interruptions.

OMELEMJD

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