

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE MANAGER-HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the Principal, organize, coordinate, schedule and perform office functions at a high school where the programs and activities are complex and diverse; serve as secretary to the Principal 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:

Organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a 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; make, schedule and arrange appointments, meetings and conferences; take and transcribe using any form of dictation or notetaking skills, correspondence, reports, bulletins and memoranda.

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

Communicate with a variety of site and District personnel and administrators to coordinate school operations and maintenance, resolve conflicts and issues and exchange information.

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

Compile and organize information for the Principal; compose and respond to routine correspondence; open, sort, review and route District and U.S. mail; organize work crews to prepare bulk mailings.

Organize, prepare and maintain the Master Calendar for school and outside events; schedule and arrange the use of campus facilities by school, public and community groups.

Train and provide work direction to clerical personnel, student assistants and others as assigned; provide input in the selection and appraisal of classified staff as directed.

Operate a variety of business and office machines including typewriter, calculator, computer and/or word processing hardware; mimeograph and other copiers, microfilm reader and communications equipment.

Order a wide variety of equipment and materials including custodial supplies and special items requested by faculty; assure receipt and proper distribution; assure that office machines function properly and arrange repairs as needed.

Prepare and maintain a variety of records, files and reports related to payroll and personnel, maintenance and operations, class coverage, industrial accidents, vandalism, facility use and State and District-mandated reports and forms; 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 keys, directions and pertinent information to substitutes.

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.

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 and maintain budget records as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Coordination of duties, assignments and clerical staff in the administrative office of a high school. Organization and management of a high school office.

Secretarial, clerical and administrative assistance duties required to support a high school 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.

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 high school.

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

Organize, schedule and maintain the Master 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 five years of increasingly responsible clerical and secretarial experience including two years in a secondary school office.

WORKING CONDITIONS:

High school office environment.

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