

## **BURBANK UNIFIED SCHOOL DISTRICT**

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

### **BASIC FUNCTION:**

Under the direction of the Principal, organize, coordinate, schedule and perform office activities at a middle school and serve as secretary to the Principal and other administrators; coordinate communications between administrators, faculty, staff, 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 in the administrative office of a middle 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 other administrators as assigned; make, schedule and arrange appointments, meetings and conferences; prepare and type the Master Calendar of school activities and events.

Communicate with a variety of site and District personnel and administrators regarding school operations and maintenance, payroll and personnel matters, supplies, policies and procedures, student information and budget discrepancies.

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

Take and transcribe using any form of dictation or notetaking skills correspondence, reports, bulletins or memoranda; attend meetings and serve on committees; prepare agendas and minutes and distribute as appropriate.

Compile and organize information for the Principal; compose and respond to routine correspondence; record and tabulate data; type, proofread, edit and revise written materials and forms.

Answer phones and greet visitors; take and relay messages; open, sort and route mail; 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 others as assigned; coordinate work flow and assignments; provide input and recommendations regarding performance evaluations.

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

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

Prepare and maintain a variety of records, files and reports related to payroll, class coverage, facility use, maintenance, industrial accidents, budget, personnel, evaluations and purchasing; 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.

Monitor budget entries and maintain current and accurate records of monies spent; process petty cash and budget requests.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Organization and coordination of clerical and secretarial assignments in the administrative office of a middle school.

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

Coordination of office aspects of diverse programs and activities at a middle school school.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.  
Organizational skills and public relations techniques.  
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 a middle school.  
Assist a Principal in administrative detail and respond to routine inquiries.  
Coordinate and facilitate communications between school administrators, faculty, staff, parents, students and others.  
Gather, assemble, organize and prepare data from various sources.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Read, apply and explain rules, regulations, policies and procedures related to position.  
Coordinate work flow and assignments to assure efficiency and effectiveness.  
Complete work with many interruptions.  
Work confidentially with discretion.  
Maintain records and prepare reports.  
~~Type at 55 words net per minute from clear copy.~~  
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 four years of increasingly responsible clerical and secretarial experience preferably including one year of experience in a secondary school office.

**WORKING CONDITIONS:**

Middle school office environment.

OMJrHi-jd