

**Jefferson School District
Job Description**

Job Title: Office Manager
Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides full spectrum administrative support to the building principal and staff including matters of a confidential nature. This position has supervisory responsibilities including giving direction and guidance to others and coordinating employee workload while managing daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Performs general office duties including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, sorting and handling incoming and outgoing mail.
3. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepares in a usable format for school principal or his/her designees.
4. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with frequent interruptions.
5. Independently or in accordance with general instruction, composes correspondence on a wide range of subjects, requiring knowledge of procedures and policies of the assigned area.
6. Serves as back-up receptionist and gives information or directs visitors and parents as needed.
7. Communicates with a wide variety of staff and community members.
8. Types a variety of materials from brief verbal or written instructions.
9. Coordinates finding substitutes for staff.
10. Manages information and appropriately maintains and secures confidential records and inquiries.
11. Coordinates the distribution of report cards.
12. Enrolls and withdraws students, completes all required forms and records, and reports as required.
13. Processes and tracks employee leaves, requests and timesheets.
14. Processes, tracks and deposits money from all school events as needed.
15. Issues and keeps records for building keys distributed to staff and coaches.
16. Answers inquiries concerning standardized policies, procedures and regulations.
17. Inventories and orders office supplies for the main office and building staff.
18. Coordinates scheduling of conferences, programs, meetings, appointments and travel and assists with other administrative needs.
19. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
20. Administers medications within the scope of District policy(ies) and state and federal law.
21. Manages special projects as assigned.
22. Professionally represents the school and the District in interactions with parents, community, staff and students.
23. Maintains appropriate certifications and training hours as required.
24. Complies with applicable District, state, local and federal laws, rules and regulations.

25. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends all relevant staff meetings and in-service trainings.
2. Assists other office staff and coordinates work of other clerical staff.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
4. Schedules use of building.
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

This position supervises, trains and directs the work of other office assistants and secretaries. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school or office setting supervising staff strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Publisher, Groupwise, iSeries, Pinnacle, Infinite Visions, Web Portal and Meal Time. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: January 2010

I have read and understand this job description.

Signature: _____

Date: _____