

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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|------------------------|-----------------------------|------------------------|----------------------------------|
| <b>TITLE:</b>          | Manager IV, School Office   | <b>REPORTS TO:</b>     | Principal                        |
| <b>DEPARTMENT:</b>     | High School or Adult School | <b>CLASSIFICATION:</b> | Supervisory                      |
| <b>FLSA:</b>           | Non-Exempt                  | <b>WORK YEAR:</b>      | Varies                           |
| <b>BOARD APPROVAL:</b> | July 28, 201                | <b>SALARY:</b>         | S-39/Supervisory Salary Schedule |

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**BASIC FUNCTION:**

Efficiently organize, coordinate, schedule and perform a wide variety of complex and administrative office activities to provide timely delivery of high quality services; serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public to meet the needs of students, staff and families; relieve the Principal of a wide variety of technical and administrative detail; supervise classified staff as assigned.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

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 ensure efficiency and effectiveness and meet established time lines. *E*

Organize and direct school office functions to provide timely delivery of high quality services; supervise classified staff; train, evaluate and provide clear expectations of assigned staff. *E*

Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and conferences; independently compose letters, memoranda and other materials. *E*

Maintain the school budget to ensure the financial viability of the district; review expenditures; process purchase orders and requisitions. *E*

Coordinate and facilitate timely communications and serve as liaison between District and site personnel, parents, students, school and community organizations and the general public to encourage valuable contributions of our families. *E*

Communicate with a diverse range of students, families, District personnel and the community; provide accurate and timely information and assistance related to District policies and school procedures and regulations; coordinate school operations and maintenance, resolve conflicts and issues and exchange information. *E*

Receive a diverse range of visitors and screen telephone calls and complaints from the public, staff and parents; exercise independent judgment in resolving routine matters or directing to appropriate department. *E*

Coordinate and assist with special events for the high school to provide students access to high quality options and a variety of activities; assist in selection of personnel and program; ~~assure~~ ensure adherence to legal requirements and Board policies; work with and assist personnel assigned to the event. *E*

Process time sheets in an accurate and timely manner to meet District payroll time lines.

Order a variety of equipment and supplies; ensure receipt and proper distribution; inventory and monitor supplies and forms; process administrative publication slips; monitor and maintain records of equipment on loan to staff.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in business administration, communications or related field and four years of increasingly responsible secretarial experience involving public contact and record-keeping experience.

**LICENSES AND OTHER REQUIREMENTS:**

First Aid Certificate.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current school office terminology, practices and procedures.  
Current office practices, procedures and equipment.  
Accurate financial and statistical record-keeping techniques.  
Health and safety regulations.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Applicable sections of current State Education Code and other applicable laws.  
Letter and report writing skills.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Principles and practices of supervising, training and providing work direction.  
District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Plan, organize, and coordinate school office activities and assist the Principal in a variety of administrative matters.  
Perform public relations and communications services for the Principal.  
Add, subtract, multiply and divide quickly and accurately.  
Compose correspondence independently.  
Type at 40 words net per minute from clear copy.  
Work confidentially and independently with many interruptions.  
Establish and maintain cooperative and effective working relationships with others a diverse range of people.  
Learn, interpret, apply and explain rules, regulations, policies and procedures.  
Operate a variety of office machines including computer, calculator and copiers.  
Plan and organize work to meet schedules and time lines.  
Train, supervise, provide clear expectations and regularly support professional growth.  
Compile and maintain accurate records, verify data and prepare reports.  
Learn new or updated computer systems/programs or skills to apply to current work.  
Communicate, understand, and follow both oral and written directions effectively.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Assist in sustaining and monitoring the financial viability of the district.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*