

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

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TITLE:	School Office Manager - Elementary	REPORTS TO:	Principal
DEPARTMENT:	Assigned School	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	February 13, 2013	SALARY:	G-31/CSEA 125 Salary Schedule

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**(Former Classification: School Office Manager I)**

**BASIC FUNCTION:**

Under general direction of a principal, perform a wide variety of complex and technical clerical and secretarial duties to coordinate school office activities and assist the site leadership in administrative tasks to meet the needs of students, parents and staff; act as contact and reference for the site in a timely manner to establish collaborative relationships with staff, families, students and the community; prepare and track financial records for the student body and activity funds.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)**

Communicate school activities, events and time lines; maintain the principal's calendar as needed or assigned; schedule appointments and arrange meetings and conferences; receive and screen visitors and phone calls to ensure reasonable, timely delivery of communication to appropriate staff, families and students; Assist with making travel arrangements; receive mail, prioritize and distribute. *E*

Prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature. *E*

Lead the activities of the office staff providing training and clear expectations on office protocols; set standard procedures, provide indirect supervision, and direction as necessary to meet the needs of students, families and staff; ensure compliance with established procedures; assist in setting work priorities and provide input to performance evaluations. *E*

Provide information in a reasonable and timely manner to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate; maintain accurate school calendar; assist in the coordination of school events as requested. *E*

Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, and student activities in an accurate manner; prepare and maintain related records, files and logs. *E*

Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures to assist in ensuring the financial stability of the site. *E*

Enroll and register new students as needed; complete enrollment information and enter into computer; complete records for the release or transfer of students to meet the needs of families and students. *E*

Operate a variety of office equipment including typewriter, calculator, copiers, computer and communications equipment and other school office equipment. *E*

Assist in orienting new teachers, substitute teachers and classified personnel; issue keys as directed in a timely manner to provide students access to high quality education in order to achieve their personal best; secure substitutes and prepare substitute time sheets. *E*

Process the certificated and classified payroll including the completion and submission of time sheets to the District Office in order to provide quality services to staff; maintain accurate records with respect to personnel. *E*

Supervise preparation of daily and monthly attendance reports for staff; maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual for the protection and safety of the students. *E*

Provide clerical and technical assistance in inputting a variety of budget and financial materials, correspondence reports and statistical information; assist in personnel matters as appropriate. *E*

Determine needs of children entering the Nurse's office with injuries or illness when a nurse or health assistant is not present, and administer first aid as necessary. *E*

Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned. *E*

Perform receptionist and secretarial duties for the Principal and staff; take minutes of meetings, letters and memoranda; compose correspondence and bulletins independently; assist with routine administrative matters as appropriate; serve on school and District committees as assigned. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience involving frequent contact with the public.

**LICENSES AND OTHER REQUIREMENTS:**

First Aid Certificate.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Current office terminologies, practices, procedures and equipment.
- Software programs including but not limited to word processing and spreadsheet.
- Accurate financial and statistical record-keeping techniques.
- Basic first aid, health and safety techniques and regulations pertaining to current position.
- Correct oral and written communication usage of English, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone and receptionist techniques and etiquette.
- Applicable Education Codes and related laws pertaining to current position.

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Communicate, understand and follow both oral and written directions effectively.
- Type at 40 words net per minute.
- Work independently with discretion and many interruptions.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Understand, apply and explain rules, regulations, policies and procedures.
- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Plan work, organize and meet schedules and time lines as assigned.
- Train and provide work direction to others.
- Compile and maintain accurate records and prepare reports.
- Learn new or updated computer systems/software programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**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, standing and walking 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 American with Disabilities Act as required by law.

*E= Essential Functions*