

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Office Manager - Middle	REPORTS TO:	Principal
DEPARTMENT:	Assigned School	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	February 13, 2013	SALARY:	G-35/CSEA 125 Salary Schedule

(Former Classification: School Office Manager III)

BASIC FUNCTION:

Under general direction of a principal, perform a wide variety of complex and technical secretarial and clerical duties to coordinate school office activities and assist the site leadership with administrative tasks to meet the needs of students, parents, and staff; act as contact and reference for the site 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.)

Coordinate office activities and communications with 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; make travel arrangements; receive mail, prioritize and distribute. *E*

Organize budget and financial material to maintain accurate fiscal records to assist in ensuring the financial viability of the site; accurately record expenditures and transfer funds as appropriate to meet the needs of the students and staff. *E*

Perform extensive budget and accounting work for student body funds and school activities to provide students high quality learning options and a variety of activities; prepare auditable financial records and statements. *E*

Perform receptionist and secretarial duties acting as contact and reference for the Principal, staff, students, parents and public; take minutes of meetings, prepare letters and memoranda; compose correspondence and bulletins independently; assist with routine administrative matters as appropriate. *E*

Communicate in a reasonable, timely manner with students, parents and the public to explain policies, procedures and regulations related to school functions and programs; make decisions related to procedural matters according to established guidelines. *E*

Assist in administering first aide as necessary when a nurse or health assistant is not present. *E*

Collect and account for monies collected in conjunction with school activities; count, receipt and deposit money for student body accounts; prepare monthly financial statements for the Principal's discretionary account and student body account. *E*

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

Assist in orienting new teachers, substitute teachers and classified personnel by issuing keys as directed and providing instructional materials in a timely manner to provide students access to high quality education in order

to achieve their personal best; secure period substitutes and prepare substitute time sheets; type certificated and classified evaluations. *E*

Operate a variety of office machines such as typewriter, copiers, calculators, computers communications equipment and other school office equipment. *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*

Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases. *E*

Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training in office management and four years of increasingly responsible clerical or secretarial experience.

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.
- Receptionist and telephone techniques and etiquette.
- Basic first aid, health and safety regulations pertaining to current position.
- Correct English usage in oral and written communication skills, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws pertaining to current position.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Understand, interpret, apply and explain school and District policies, rules and objectives.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at 40 words net per minute.
- Establish and maintain effective working relationships with a diverse range of people.
- Operate a variety of office machines including computer equipment.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Train and provide work direction to others.
- Maintain professional relationships with students, parents, staff and the public.
- Maintain accurate records and prepare reports.
- Work independently with discretion and many interruptions.
- 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