



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

SCHOOL OFFICE MANAGER

JOB SUMMARY

Positions allocated to this class do not require or receive day-to-day, but rather occasional supervision from the supervisor and work with a great deal of independence and initiative, performing many management/supervisory duties in coordination with, and in the absence of the principal; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Generally manage the administrative office including keeping office "flowing" in an organized, orderly and friendly manner;
- Provide clerical support in such areas as enrollment, attendance, registration, student records, personnel functions or data processing;
- Monitor and record school site budget; Requisition or oversee the requisitioning of supplies;
- Serve as secretary to the principal, receiving and screening visitors, telephone calls and mail, arranging appointments;
- Make arrangements for meetings and other functions;
- Coordinate, assign and direct the work of assigned clerical and student workers;
- Maintain the principal's confidential files;
- Give general and specific information to teachers, students, and the public on the policies and procedures of the school and District;
- Type, maintain, gather information related to, and file disciplinary documents, grievances and responses to grievances;
- Type, maintain and file employee observation and evaluation reports and records;
- Assist and provide input to principal on evaluations of clerical staff; reward staff with principal's concurrence; maintain site personnel files;
- Maintain and prepare monthly calendars, coordinating activities, straightening out conflicts and notifying other staff of impending activities;
- Type or oversee the preparation and distribution of rosters, bulletins, announcements and newsletters;
- Type letters, circulars, reports and other materials requiring the use of independent judgment and initiative in assembly and categorizing data;
- Assist in the coordination and scheduling of graduation activities;
- Assist the principal in compiling budgetary data, maintaining financial records and a variety of payroll records;
- Maintain accounting ledgers and monitor the established yearly budget for the worksite; assist in and prepare purchase orders;
- Preparation of specifications for requested budget purchase items; prepare purchase orders;
- Maintain supplies and coordinate and supervise requisitioning, record-keeping and distribution;
- Prepare daily bulletins, type, copy, and distribute;
- Prepare and oversee the preparation of monthly attendance reports;
- Initiate letters, circulars, reports and other materials requiring independent judgment;
- Attend meetings, take notes and prepare minutes;
- Assist the principal in the preparation of site-based level input and proposals for negotiations;
- Attend management council meetings;
- Greet substitute teachers, providing information, assistance and keys;
- When necessary, call or write other schools for student records;
- Orient substitutes and assist with assignments;
- In the absence of the Health Technician, may administer first aid, call for assistance if necessary, and notify parents of sick or injured students;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- Perform other related work as may be required.

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EMPLOYMENT STANDARDS (Continued)

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office procedures and practices including filing systems, receptionist telephone techniques, and software programs;
- General public relations;
- Office machines and equipment including the use of a computer;
- District and County policies and procedures relating to insurances and other employee benefits, personnel, data processing and other school functions;
- Basic math and bookkeeping; mathematical, accounting, ledger and statistical procedures may be required;
- Correct English usage, spelling, grammar and punctuation;
- Basic first aid procedures.

Ability to:

- Perceive established school goals, objectives, and work to insure their fulfillment;
- Type or keyboard at a net corrected speed of 45 words per minute;
- Learn and utilize new and current technologies;
- Understand and perform the role of "office assistant" to an administrator;
- Effectively meet school and district personnel, students, parents, and the public in situations requiring tact and poise;
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
- Write reports, business correspondence, and procedure manuals;
- Make arithmetic calculations with accuracy;
- Maintain confidentiality of privileged information;
- Assume responsibility and use good judgment in recognizing the scope of delegated authority;
- Compile and maintain accurate and complete records and reports;
- Understand and carry out oral and written directions;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Effectively supervise clerical staff and student workers.
- Demonstrate good judgment and good problem solving skills;
- Orient/ train/supervise others;
- Work autonomously;
- Organize tasks, set priorities and meet deadlines;
- Perform simple & complex tasks;
- Manage multiple tasks;
- Respond appropriately to direction & changes in the work setting.

SPECIAL REQUIREMENTS

Some positions in this class may require individuals who can read, write and speak a secondary language.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

Experience: Three (3) years of recent, responsible office-level experience, including public contact, preferably including some experience in a public school setting or directly with students.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

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(Continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical demands that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

A Classified Bargaining Unit Position
Range 37

December 2014