

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	School Office Manager I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	School Office Manager	FLSA:	Non-Exempt
JOB CLASS CODE:	1530	WORK YEAR:	11 to 12 Months
DEPARTMENT:	Elementary School and Year-Round Elementary School	SALARY:	Range 44 Salary Schedule C
REPORTS TO:	Principal	BOARD APPROVAL:	03-15-99
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform diverse, complex school office management duties to assist the Principal and staff with routine administrative tasks; perform public relations and act as a liaison for the Principal; utilize various complex computer programs; and coordinate the workflow of the school office.

REPRESENTATIVE DUTIES: (Incumbents 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 principle job elements.)

Coordinate office activities and communications regarding school activities, events, and timelines; maintain the Principal's calendar, maintain calendars for other administrative staff as required; schedule and arrange meetings and conferences; screen visitors, and phone calls; make travel arrangements; and receive, prioritize, and distribute mail. **E**

Perform budget and accounting work for site/student body funds, grants, Gifted and Talented Education (GATE) Program, School Improvement Program (SIP), and other school activities; count, receipt, and deposit money. **E**

Perform diverse school office management duties for the Principal and staff; take minutes of meetings, and prepare letters and memoranda; compose correspondence, handbooks, newsletters, and bulletins independently; assist with administrative matters as appropriate. **E**

Verify student attendance and complete attendance reports; process registrations and new enrollments; prepare cum folders; assist with mandated reports; scan test sheets, and record in computer; prepare other reports as requested. **E**

Coordinate activities of the Principal's office; serve as contact person and reference source for staff, students, parents, public agencies, and the general public; perform public relations and communications services for the Principal. **E**

Communicate with students, parents, and the public to explain policies, procedures and regulations related to school functions and programs; make decisions related to procedural matters using established guidelines. **E**

Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memoranda, personnel requests, lists, bulletins, newsletters, reports, and statistical data; and type sensitive and confidential materials; assist with the development of the school plan. **E**

Communicate with the district office to coordinate substitute personnel to cover absences; assist in orienting substitute personnel to the school facility and assigned classroom or office. **E**

Process the monthly certificated and classified absence reports; prepare vacancy and per diem requisitions; submit monthly per diem reports. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment, the central telephone answering system, and other equipment as required; maintain the security of building keys; lift light objects. **E**

Provide lead direction to office staff, student aides, and parent volunteers; assign and review duties of assigned office staff to ensure efficient coordination and completion of work assignments. **E**

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

Administer first aid and authorized medication to students, as required and appropriate, and contact medical specialists and/or parents as necessary. **E**

Prepare volunteer packets, and submit to Human Resource Services for clearance; coordinate travel arrangements for field trips, collect and process field trip forms, maintain rosters, and arrange for substitutes. **E**

Print applications from applicant-tracking system for referrals. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible secretarial or office manager experience.

LICENSES AND OTHER REQUIREMENTS:

Obtain First Aid/CPR Certificate within six months of employment. Overall scores in computer software testing program preferred as follows:

Keyboarding 50 Correct WPM
 Word 75% Overall Score
 Excel 75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School office terminology, practices, and procedures.

Current office practices and procedures.

Applicable sections of State Education Code and other applicable laws, policies, or procedures.

District organization, operations, policies, and objectives.

Operation of a computer, related software, and standard office equipment.

Record-keeping techniques.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Learn, interpret, apply, and explain school and district policies, rules, and objectives.
- Understand and perform duties within scope of authority.
- Establish and implement office procedures as needed and according to established guidelines.
- Understand and interpret rules and written direction, and apply these to specific situations.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Take notes or minutes and transcribe accurately.
- Operate a computer, related software, and standard office equipment.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially and with discretion.
- Perform computational tasks with speed and accuracy.
- Communicate effectively, both orally and in writing.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Understand and follow oral and written directions.
- Lift light objects according to safety regulations.
- Work independently with little direction, and plan and organize work to meet schedules and timelines.
- Establish and maintain effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

SAMPLE ENVIRONMENT:

School office environment; constant interruptions; excessive intermittent noise.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.