

Auburn School District
Job Title: Office Manager
Reports To: Building Administrator
Unit Classification: AAEP

Duties and responsibilities:

- Administrative Support:
 - Provide administrative support to building administration and staff.
 - Manage and maintain schedules, appointments, and calendars for building Principal.
 - Responsibility for correspondence, reports, and documents as requested by school leadership.
 - Assist in the organization and implementation of school events, meetings, and conferences.
 - Maintain accurate and complete records of staff absences.
 - Support staff onboarding, including facilitating HR paperwork, badge/key distribution, and technology access requests.
 - Coordinate substitute coverage, including last-minute teacher absences and long-term substitute planning.
- Communication Coordination:
 - Serve as the primary point of contact for internal and external communications.
 - Delegation of assignments to other office personnel, paraeducators, and/or substitutes.
 - Answer phones, respond to emails, and greet visitors in a professional and courteous manner.
 - Ensure timely dissemination of important announcements, memos, and notices.
 - Coordinate mass communications via automated messaging platforms, newsletters, or parent portals.
- Fiscal/Budget Support:
 - Process financial transactions, including, but not limited to, invoices, purchase orders, expense reports, and pay authorization requests.
 - Maintain records of expenditures and reconcile accounts as necessary.
- Building Operations and Logistics:
 - Manage and order office and building supplies, including tracking inventory and vendor communication.
 - Serve as a liaison with district departments such as transportation, facilities, and food services.
 - Oversee building access and safety protocols, including visitor sign-in systems and emergency contact logs.
- Perform duties and responsibilities as assigned by the supervisor.

Minimum Requirements:

- Proven ability to maintain a high degree of professionalism and confidentiality.
- Proven ability to work under pressure, and ensure the office environment is organized, clean, and conducive to productivity.
- Maintain extreme accuracy in tasks including, but not limited to: typing, bookkeeping, operating office equipment, distributing mail, composing and preparing memos and letters; familiarity with student records systems.
- Excellent skills in spelling, grammar usage, telephone procedures, typing, filing,

correspondence, and proofreading.

- Proven ability to establish and maintain excellent rapport with visitors, staff, parents, community groups, and students.
- Microsoft-based software and relevant WESPaC (Skyward) experience preferred.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence"

Working Conditions:

Physical Demands:

This position requires frequent sitting for extended periods while performing computer-based tasks, as well as regular use of hands and fingers to operate office equipment such as computers, phones, printers, and copiers. The Office Manager may occasionally lift and move office supplies, boxes, or equipment weighing up to 25 pounds. Visual acuity is necessary to read and produce detailed documents and view digital screens for prolonged periods. The role also involves frequent walking and standing, including moving throughout the building to support staff, coordinate logistics, and respond to immediate needs. The ability to respond quickly in emergency situations, including navigating stairs and hallways, is essential.

Work Environment:

Work is primarily performed in a fast-paced school office setting with frequent interruptions from students, staff, parents, and community members requiring assistance or information. The Office Manager must manage and maintain discretion when handling sensitive and confidential information. Daily responsibilities include interactions with a diverse population of students, staff, and families, requiring a high level of cultural competence and professionalism. Occasionally, the role may require work outside of regular hours to support school events, address emergencies, or fulfill urgent administrative responsibilities. The position also involves regular collaboration with district departments and external vendors via phone, email, and in-person meetings.

The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.