

JOB TITLE:	Office Manager Fairfield Township Campus
EMPLOYMENT STATUS:	Full Time; Salaried; Non-Exempt - 260 days
PAY GRADE:	Per Master Agreement Memorandum of Understanding
REPORTS TO:	Principal

POSITION DESCRIPTION: The Office Manager provides administrative support to the administration and staff at a campus with over 1,000 students and over 100 staff members; the position manages daily office operations, and serves as a point of contact for students, parents, and visitors. This role is essential in creating a welcoming and efficient school environment, overseeing office staff, coordinating school events, managing student records, and taking a lead role in budgeting and financial reporting for campus operations. Additionally, the position involves event planning and coordination of food management for meetings.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must possess:

- High school diploma or equivalent required; associate's degree or higher in administration, business, finance, or a related field preferred.
- 3+ years in an administrative or office management role, preferably in an educational setting; Previous supervisory or management experience preferred.
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Proficiency in office, financial, and design software (e.g., Microsoft Office Suite, Google Workspace, budgeting software);
- Knowledge of student information systems is a plus;
- In-depth understanding of budgeting and financial management, including campus-wide budget planning, predictive budgeting, and financial reporting;
- Strong event planning and coordination skills, including vendor management and event supervision;
- Ability to learn and adapt to multiple systems and software as required;
- Strong customer service orientation with a professional demeanor;
- Ability to handle confidential information with discretion;
- History of strong work record, including good job attendance;
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

ESSENTIAL FUNCTIONS OF THE POSITION

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.

An individual employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- **Administrative Support:**

- Provide direct administrative support to the director, principal and school administrators, including scheduling, correspondence, and communication.
- Respond in a timely manner to requests for information and assistance;
- **Office Management:** Oversee daily operations of the school office, ensuring a smooth workflow and efficient handling of tasks and inquiries.
- **Coordinate and manage** other office personnel, assigning tasks and ensuring staff members have the resources needed to complete their responsibilities; support cross-training of office staff to improve efficiencies.
- **Student Records Management:** Maintain accurate student records, attendance data, and other critical documents, ensuring confidentiality and compliance with school policies.
- **Communication and Customer Service:** Serve as the point of contact for students, parents, and visitors. Handle inquiries, resolve issues, and communicate information effectively.
- **Coordination of School Events:** Plan, organize, and supervise school events, meetings, and conferences, including logistics, scheduling, and communication.
- **Budget and Financial Management:**
 - Oversee and manage the campus-wide budget, including predictive budgeting, tracking expenses, and ensuring funds are utilized effectively.
 - Develop and generate financial reports to monitor campus-wide expenditures and assist administration in budget planning and allocation.
 - Support campus-wide budget decisions with clear, data-driven reports and predictive insights.
 - Follow regulations regarding the handling of money including district purchasing cards, purchase orders, purchasing cards, CTSO accounts, etc;
- **Event Planning and Coordination:**
 - Coordinate all aspects of event planning, including securing venues, coordinating with vendors, managing timelines, and supervising event setup and execution;
 - Coordinate food orders, catering arrangements, and set up for meetings and events, ensuring all dietary needs are met and presentations are professionally managed.
- **Report Preparation:** Compile data and prepare various administrative and financial reports as requested by administration, ensuring accuracy and timeliness.
- **System Proficiency:** Learn and manage multiple software and systems as needed, including student information systems, budgeting tools, and communication platforms.
- **Emergency Preparedness:** Assist with emergency protocols and procedures, maintaining updated contact lists, and supporting safety drills.

ADDITIONAL ESSENTIAL FUNCTIONS:

- Arrive on time to work each regular workday;
- Be in attendance every regular workday, excluding long-term illnesses, maternity/ paternity leaves, and other unique circumstances;
- Report the presence of unauthorized or atypical visitors;
- Plan and organize own work to prioritize activities;
- Meet deadlines (daily, weekly, monthly, quarterly, yearly);
- Maintain confidentiality in district matters;
- Maintain high standards of ethics, honesty, and integrity in all matters;
- Project a positive image of career technical education;

- Model non-discriminatory practices in all activities;
- Confer with supervisor regarding progress, concerns and recommendations;
- Attend staff meetings/events, student ceremonies, and trainings as requested;
- Be adaptable and flexible with changes, updates, processes, and procedures;
- Continuously update and improve professional skills;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Comply with all Board Policies and Administrative Guidelines;
- Comply with state and federal regulations which pertain to the position (e.g. OSHA, OCR);
- Efficiently manage assigned duties and train other employees as necessary;
- Perform other tasks, consistent with the position, as may be required.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
- Help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board Policies and procedures; building policies and procedures; secretarial techniques and procedures; customary office machines; required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications, and state reporting.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; maintain files and reports; collect data; operate office equipment and systems, including creating and retrieving electronic mail on a regular basis; lift moderate amounts of weight up to 50 pounds and maintain equipment.

Skill in: Advanced math, English, communications, use of computer and appropriate software, copier, fax, postage scale and meter, telephone system, calculator, and other customary office equipment.

EQUIPMENT OPERATED:

Computer, calculator, copier/fax/scanner/printer, telephone, public address system, postage scale and meter, and other customary office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions; interaction with unruly students and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants; attends functions or performs duties outside normal working hours; travel to other facilities for professional duties.

Frequent: Prolonged periods of standing; moving and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing,

walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Regularly required to talk and hear. Significant finger dexterity is required all day.

Employees are required to follow all district safety rules and procedures and participate in school safety training when requested.

Access to a mobile phone is expected/typical for timely communication, including calls, emails, and text messages related to work responsibilities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

EVALUATION

Staff shall be evaluated in accordance with Board Policy

Reviewed and acknowledged by: _____ Date: _____