



Preparing Students to Be Successful for Life

Assignment	Office Manager	Terms	10 Month
Location	CCSD59 Schools	Hours	8 Hours
Group	ESP (Administrative Assistant - Type 2)	FLSA Status	Non-Exempt
Reports To	Building Administration	License	No

Position Objective: To enhance the day-to-day operations of the school by maintaining an environment conducive to a sound, resourceful, and effective educational environment.

Qualifications:

1. Must project a positive image of the district to staff, students, parents, and visitors as well as develop positive employee attitudes.
2. Must have organizational skills; must exercise initiative, independent judgment, and discretion in performing duties.
3. Must show leadership capabilities and self-direction.
4. Must work effectively and demonstrate exemplary interpersonal skills in dealing with students, staff members, parents, the general public, and officials from outside agencies.
5. Must have knowledge and experience in the use of computers as well as use various types of software applications, modern office practices, procedures, and additional equipment (prefer Word and Excel).
6. Must be able to organize workflow to meet deadlines and be able to work with and for several individuals.
7. Excellent language skills, bilingual skills a plus.
8. Must have the ability to travel to/from various locations in the district as needed.

Preferred Qualifications:

1. Highly effective communication, listening, collaboration, and interpersonal skills
2. Knowledge of social emotional learning
3. Excellent organizational and time management skills
4. Understanding and respect of the diversity of other's cultural backgrounds and experiences
5. Second language skills

Duties and Responsibilities:

1. Manage and guide the substitute system, including reconciling & requesting substitute teachers
2. Coordinate the printing and distribution of report cards and other assessment reports
3. Registration of new families including the scheduling of language screenings
4. Accurate management of the Skyward Student database, including demographic data
5. Collect and reconcile fees
6. Monitor contents of Cumulative Student Record files
7. Assist in the management of the budget
8. Assist in the coordination of school-based communications
9. Liaison between parent/transportation and school
10. Authorized Purchaser
11. Collect cash from teachers and check for reasonableness for funds submitted for deposit

12. Assist in covering the school health office
13. Office schedule to ensure coverage
14. Collect timesheets; ensure they have an account number, have been authorized (signature) and submit to payroll
15. Maintain documentation of compensatory time and submit within proper time-frame
16. Lunch/recess tracking form
17. Maintain and monitor residency compliance
18. Communicate with administrator homelessness awareness
19. Coordinate Graduation (Junior High Only)
20. Responsible for student records that go to the high school (Junior High Only)

This list of essential functions is not exhaustive and may be supplemented as necessary by the building administration.

Core Competencies:

1. Highly ethical and able to maintain confidentiality
2. Demonstrates professional conduct at all times
3. Demonstrates the ability to effectively collaborate and communicate with students and staff
4. Commits to continuous improvement and data-based decision-making
5. Displays quality work through accuracy and attention to detail
6. Demonstrates effective written, verbal, and technology based communication skills
7. Works effectively and productively as a member of a team
8. Exhibits a service orientation
9. Possesses knowledge of literacy and language instructional strategies that support a variety of learners
10. Demonstrates technology skills as required by job responsibilities
11. Exhibits excellent attendance and punctuality

Physical Activity Requirements

1. Routine physical activity associated with typical school environment
2. While performing the duties of this job, the employee is regularly required to speak and hear to exchange information
3. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
4. Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer, extensive reading