

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: Secondary Office Manager

QUALIFICATIONS:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 40 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

REPORTS TO: Principal or his/her designee

SUPERVISES: Clerical staff and Office Occupation students

JOB GOALS: To direct the building's clerical staff, ensuring pleasant, people-oriented interaction with staff, students, parents, and others enabling an efficient operation to provide a positive impact on the education of the students. To assist and relieve administrative supervisor of paperwork and impediments so that he/she may devote maximum attention to the instructional program and educational administration.

PERFORMANCE RESPONSIBILITIES:

1. Supervises all attendance center clerical employees.
2. Provides staff development and training for building's clerical staff.
3. Manages the attendance center main office.
4. Secures substitutes, maintains sign-ins and appropriate folders.
5. Makes public address announcements as needed.
6. Processes personal and professional leave forms and field trip requests.
7. Enrolls and withdraws students as needed, and enters data into district's computer.
8. Responds in a timely manner to staff and student problems/concerns.
9. Answers telephone and provides reception services.
10. Performs bookkeeping tasks, e.g., registration money, decentralized budget, activity accounts, and grant funds.
11. Completes necessary forms and reports.
12. Types all correspondence, agendas, packets of information, newsletters, etc., as assigned.
13. Takes minutes at meetings, types and distributes as necessary.
14. Maintains principal's calendar; i.e., make appointments, arranges for conferences and interviews, etc.
15. Processes Cause of Absence Forms, prepares building payroll, including substitute staff.
16. Processes principal's mail, as well as other U.S. and interschool mail.
17. Uses computer equipment to maintain communication, and performs position responsibilities.
18. Enters data into the district's computer, e.g., typing of purchase orders, etc.
19. Provides first-line office machine maintenance and instruction in use to other office personnel.
20. Prepares building payroll, including substitute staff.
21. Manages student registration at beginning of school year.
22. Maintains a regular filing system, confidential files, and processes correspondence as instructed.
23. Programs intercom system and bells.
24. Knows the duties and responsibilities of his/her administrator and assists parents/visitors by answering questions and providing assistance to parents/visitors on those topics that may not need the direct attention of an administrator.

25. Is aware of the responsibilities of all Administrative Center administrators and directs telephone calls, related issues, questions, complaints or concerns about district policy/practice or personnel to the appropriate administrator or administrative assistant.
26. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Principal in accordance with the contractual agreement.

Approved August 14, 2000
Title Revised: 9-20-16