

TITLE: Alderwood Early Childhood Center Office Manager**Page 1****Employee Group:** Edmonds Association of Office Personnel (Public School Employees)**Reports to:** Building Administrator**Supervises:** None.**FLSA Status:** Non-exempt**Salary Level:** Level F

JOB SUMMARY: This position manages the operations of the Alderwood Early Childhood Center (AECC) office and serves as the main point of contact for the building. The position performs secretarial/clerical tasks for early childhood programs, greets office visitors, and provides various support services. The position promotes positive public relations for the school.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**Office Operations and Program Coordination**

1. Manages operation of the school office and serves as building receptionist. Answers and responds to telephone, email, and in-person inquiries from parents and the public. Receives and distributes school mail. Maintains school files; ensures confidentiality of information.
2. Answers the telephone, monitors radio, directs calls, screens calls for administrators, responds to inquiries, responds to sensitive/difficult phone calls, responds to inquiries, and responds to emergency situations. Routes information received from parents, community members, and staff to the appropriate staff members.
3. Provides clerical support with the production of documents, memos, forms, correspondence, brochures, newsletters, staff bulletins, reports, lists, rosters, and other similar documents using appropriate computer software/applications.
4. Maintains appointments, reserves facilities, and schedules meetings. Composes correspondence, forms, memoranda and reports from handwritten drafts. Attends meetings and records meeting minutes. Copies and distributes communications.
5. Provides secretarial assistance to school staff, including nurses, psychologists, and therapists. Provides secretarial support to the principal and other administrative staff.
6. Oversees the health room, responds to emergency student health situations, calls emergency health professionals, and communicates with staff members. Acts as backup to the Health Assistant, gives medications, and tube-feeds students as authorized.
7. Communicates with parents and staff using automated calling system. Types and distributes bulletins, may compose newsletters, assists with school website content and entries. Mails correspondence to parents. Coordinates extensive Program Planning process for school age transitions. Organizes student projection information, schedules program planning meetings for each elementary school team and all preschool service providers. Provides tours for students and families.
8. Maintains daily communication with Transportation Dispatcher regarding new students, schedule updates, and returned students. Relays information and takes action on emergency situations.
9. Makes arrangements to schedule interpreters across multiple languages for IEP meetings and other meetings. Accesses Language Line to engage interpreters for urgent and emergent situations.

Student Records and Human Resources Support

10. Processes requests for and maintains educational records on students entering, transferring and withdrawing from program. Compiles data for enrollment and other reports and lists.
11. Receives student registration paperwork. Determines if new students are within proper school

- boundaries using district boundary maps. Assigns classroom placement for new students with input from the principal and teachers. Notifies appropriate staff of a new student's arrival.
12. Updates and maintains student tracking spreadsheet. Maintains student information, contract details and transportation arrangements for preschool classrooms throughout the district.
 13. Updates the school's student medical records. Receives information from parents and other school districts and inputs the information into the student records system.
 14. Utilizes absence management software to make arrangements for coverage during absences and work peaks. Coordinates emergency class coverage in the absence of substitutes. Arranges for assignment and release of substitute personnel in coordination with the Districts' substitute office.
 15. Coordinates the hiring process by participating in interview panels, scheduling job interviews, printing job interview documents, distributing assessments, sending communications, processing paperwork for candidates, and orienting new hires.
 16. Verifies and submits payroll paperwork for staff (such as, but not limited to, payroll forms, payroll reports, trigger reports, and/or timesheets). Maintains confidentiality regarding staffing decisions/concerns. Maintains records for staff absences, leaves, work hours, and other hours related to payroll.
 17. Processes and tracks Human Resources Transaction Forms (HRTFs) for new hires, employee status changes, work hours, account code changes, L&I absences, leaves, or other payroll transactions.

Purchasing and Budget Support

18. Processes requisitions, receipts and accounts for building supplies.. Monitors specific budget expenditures.
19. Maintains records, budget and expenditures for preschool programs.. Manages DCP count and billing for use of photocopier..
20. Maintains accounting and budgeting for building. Ensures and verifies that budget information is accurate. Generates financial reports and updates necessary building records/files. Reconciles accounts and credit cards with support from the Business Services Department.
21. Monitors building funds, special funds, and general funds for staff. Provides information to staff concerning budget balances.

Building Support and Event Coordination

22. Provides support with the utilization of the school building, such as, but not limited to: coordinating the use of facilities/rooms, issuing building fobs/keys, assisting with drills/alarms, programming bell schedules, preparing handbooks, reopening schools after long-term breaks, and updating rooms/maps.
23. Coordinates a variety of special events, such as, but not limited to: surveys, school pictures, field trips, ceremonies, and other community events.
24. Performs periodic inventory counts. Tracks equipment and submits requests for inventory surplus pickups. Places barcodes on inventory and instructional materials. Compiles information and submits annual procurement orders by deadline dates.
25. Submits work orders for custodial services or maintenance services. Troubleshoots problems with office equipment and calls for service as necessary. Communicates with custodial personnel to resolve maintenance problems.

Other Essential Duties and Responsibilities

26. Makes non-institutional decisions as needed during Program Administrator's absence.

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- 27. Promotes positive public relations with parents and the general public.
- 28. Provides lead direction to other office staff.
- 29. Provides user support with a variety of applications and software.
- 30. Oversees and coordinates special projects, as directed.
- 31. Maintains regular and consistent attendance. Work must be provided onsite and in person.
- 32. Performs related duties as assigned

REQUIRED QUALIFICATIONS**Education and Experience:**

- Be 18 years of age and hold a high school diploma or equivalent;

and, one of the following:

- Hold a post-secondary or advanced degree; or
- Earned a minimum of ten (10) relevant college credits; or
- Have three (3) years of relevant experience.

Knowledge, Skills and Abilities:

Knowledge of general secretarial procedures.

Knowledge of correct grammar, spelling and English usage.

Knowledge of handicapping conditions and learning disabilities preferred.

Skill in operating general office machines; ability to make accurate arithmetic calculations.

Effective written and oral communication skills.

Ability to operate a personal computer and learn the operation of specific software programs.

Skill in utilizing windows-based software and various application programs, including Microsoft Word, Excel, Access, G-mail, and Google Suite Applications.

Ability to learn various software programs.

Ability to set up and maintain an accurate filing system.

Ability to attend to detail and follow tasks through to completion.

Ability to work independently with minimal supervision.

Ability to work effectively under pressure.

Ability to maintain confidentiality.

Ability to deal with individuals with disabilities in a warm and caring manner.

Ability to establish and maintain effective working relationships with students, parents, staff and general public.

PREFERRED QUALIFICATIONS

- Training, education and related work experience, a minimum of 2-5 years in combination.

WORKING CONDITIONS

Office environment; confined to work area and must secure substitute to cover office as necessary; experiences frequent interruptions; required to deal with distraught or angry parents. Required to call substitutes before regular working hours.

PHYSICAL DEMANDS

Ability to sit for prolonged periods. Frequently required to stand; walk; use fine hand and finger movements (keyboarding); and reach with hands and arms. Handles boxes or other mail and educational

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materials, requiring the ability to lift and carry up to 10-25 pounds occasionally.

Licenses/Special Requirements

Must complete training in first aid and CPR as required by the District.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

CLASSIFICATION HISTORY

Job description prepared by E.A. Walsh and Company, 5/88.

Revised by E.A. Walsh and Company, 12/88.

Revised by Human Resources 3/93

Revised by Human Resources 6/07

Revised by Human Resources 2/12 (including title change from “Early Childhood Program Secretary”)

Revised by Human Resources 7/20

Revised by Human Resources 09/2024

Revised by Human Resources 06/2026.