Employee Group: Edmonds Association of Office Personnel (Public School Employees)
Reports to: Building Administrator
Supervises: Provides lead direction to office secretarial, clerical staff, student assistants, and volunteers.
FLSA Status: Non-exempt
Salary Level: Level F

JOB SUMMARY: The Elementary Office Manager coordinates the secretarial/clerical operations of the school office and provides office support to administrators, staff, parents, students, and community members. The position promotes positive public relations for the Edmonds School District and serves as the primary point-of-contact for the building.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

SECRETARIAL/CLERICAL

1. Coordinates all the essential functions and tasks necessary for the efficient operation of the central school office. Implements central office procedures, communicates policies, and provides guidance to office secretarial staff. Greets parents, students, staff, substitutes, and visitors entering the office and provides assistance.
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. Receives and distributes mail.
4. Provides secretarial support to the principal and other administrative staff. Maintains confidential records for staff and students. Sets appointments, maintains calendars, and schedules meetings.

HUMAN RESOURCES SUPPORT

5. 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.
6. 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.
7. 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.
8. 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.

BUDGETING/PURCHASING SUPPORT

9. Maintains accounting and budgeting for buildings. 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.
10. Monitors building funds, special funds, and general funds for staff. Provides information to staff concerning budget balances.
11. Performs calculations, prepares paperwork, and submits information to the appropriate departments for purchases. Receives, processes, and distributes school supplies and materials. Enters data and codes expenditures for purchases.
12. Receives payments, deposits money, and writes receipts for building programs and various student activities. Follows and enforces protocols for cash handling.
13. Prepares paperwork for conference reservations, special events, and/or travel requests. Processes travel, supplies, mileage, and other reimbursement requests for program staff. Assists with travel arrangements, as required.
14. Maintains accounting/budgeting for ASB funds, as needed.

BUILDING SUPPORT/EVENT COORDINATION

15. Provides support with the utilization of the school building, such as, but not limited to: coordinating the use of facilities/rooms, issuing/tracking building keys, assisting with drills/alarms, programming bell schedules, preparing handbooks, reopening schools after long-term breaks, and updating rooms/maps.
16. Coordinates a variety of special events, such as, but not limited to: surveys, school pictures, field trips, graduation ceremonies, and other community events.
17. 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.
18. Submits work orders for custodial services or maintenance services. Troubleshoots problems with office equipment and calls for service as necessary.

STUDENT SUPPORT

19. 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.
20. Generates a variety of reports related to student records. Verifies monthly state enrollment reports. Creates and prepares monthly enrollment reports and maintains enrollment records for students. May enter data related to registration and attendance into the student information system, as needed. Files and maintains copies of student records.
21. Coordinates services for sending and receiving confidential student information between schools and District departments. Ensures that all procedures are completed for the transfer or withdrawal of students.
22. Supervises students who come into the office and monitors student behavior. Calls parents and makes arrangements for transportation as necessary. Receives items from parents for distribution to students.
23. Prepares accident reports. May assist in providing basic first aid care to ill or injured students. May administer medications, as authorized.

OTHER DUTIES AND RESPONSIBILITIES

24. Makes non-instructional decisions in absence of administrator, including decisions regarding emergency situations. Authorizes and signs designated forms for the principal, as directed.
25. Assigns routine tasks to office support employees. Coordinates work of student office assistants and community volunteers. Assigns and reviews work.
26. Attends building meetings, District meetings, PTA/PTSO meetings, and training events, as directed.
27. May update the school webpage, under the direction of the Communications and Public Relations Department and the building administrator.
28. Distributes newsletters and staff bulletins, under the direction of the building administrator.
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/clerical procedures.
Knowledge of office management procedures.
Knowledge of correct grammar, spelling, and English usage.
Knowledge of general bookkeeping procedures; ability to maintain accounting ledgers.
Knowledge of laws/policies that protect confidential student information and records (such as FERPA and HIPAA).
Knowledge and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty, and staff.
Skill in utilizing various software programs, such as Microsoft Word, Excel, PowerPoint, and Google Apps.
Skill in time management with a proven ability to meet deadlines.
Skill in operating general office equipment.
Skill in communication, both verbal and written.
Skill in customer service.
Ability to quickly learn the software and applications used in the organization.
Ability to interact with school-aged children in a warm, confident manner.
Ability to collect and process data, report findings, and make recommendations.
Ability to format, type and edit a variety of reports, forms and correspondence applying correct

grammar and spelling.
Ability to establish and maintain accurate manual and automated filing and record keeping systems.
Ability to screen and treat minor student's illnesses or injuries.
Ability to accurately perform calculations.
Ability to use various application programs efficiently.
Ability to operate a personal computer using Windows-based software and Google Suite.
Ability to communicate effectively in person, in writing and over the telephone.
Ability to attend to detail and follow tasks through to completion.
Ability to maintain detailed, accurate budget spreadsheets.
Ability to organize and set priorities.
Ability to work effectively under pressure, maintain composure, and be flexible.
Ability to work independently with minimal supervision.
Ability to maintain confidentiality.
Ability to establish and maintain effective working relationships with students, parents, staff, and the public.

Licenses/Special Requirements: Complete training in First Aid/CPR certification and Medication Administration, as required by the District.

PREFERRED QUALIFICATIONS

- Three or more (3+) years of progressively responsible secretarial/clerical experience preferred.
- Prior payroll and budgeting experience preferred.
- Bilingual/Multilingual preferred (ability to speak and write fluently in both English and another language).
- Work experience in a public school and/or education system.
- Experience with applications/databases, such as Skyward, Qmlativ, etc.

WORKING CONDITIONS

Office environment that experiences frequent interruptions. Required to meet inflexible deadlines. Must be able to work weekends and holidays as needed, particularly during peak seasons. Frequently works with distraught parents, community members, and students. Prolonged exposure to video display terminal. Possible exposure to communicable diseases and body fluids.

PHYSICAL DEMANDS

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. Frequently required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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 statements above list all

responsibilities and qualifications of personnel so classified.

CLASSIFICATION HISTORY

Job description prepared by E.A. Walsh and Company, 05/88; revised Company, 12/88.
Revised by Human Resources, 6/95.
Revised by Human Resources, 06/22.