



Greater Albany Public Schools

School Office Manager I

Salary Level: See current CBA
Reports to: Building Principal
Work Calendar: 10 months

Classification: Classified
Location: Varies
Shift: Varies

Position Overview: Improving student achievement by performing a variety of office management duties in support of an assigned elementary school; and to provide secretarial support to a Principal.

Class Characteristics: Positions in this class coordinate and participate in the clerical, record keeping, secretarial, and administrative support tasks of an elementary school office. Performs confidential secretarial duties for the School Principal. May coordinate the work of a small number of full and part-time clerical positions, including student workers, crossing guards and volunteers working in the school. This class is distinguished from the School Secretary class on the basis of the responsibility for coordinating an increased volume and breadth of work which flows through the school office as the result of larger and more diverse programs; and on the basis of the responsibility for the coordination of other clerical positions.

Supervision Received: Receives direction from an assigned Principal. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions, and that work is reviewed occasionally while in progress and upon completion.

Essential Functions may include but are not limited to the following:

- Planning, organizing and managing a large elementary school office including administrative, staff and student activities.
- Researching, compiling and preparing routine administrative and complex clerical reports and documents.
- Compiling, monitoring and maintaining a variety of financial and statistical records and accounts related to school activities.
- Planning, assigning and reviewing the work of assigned clerical positions; assists in the evaluation of clerical staff.
- Entering and retrieving data using a computer and word processor and/or spreadsheet software programs; developing complex records maintenance systems; maintaining records and generating reports including Frontline (automated substitute calling system) and Student Information System (Synergy).
- Recording and maintaining confidential records and files.
- Supervising and training student aides, crossing guards and volunteers.
- Serves as resource person regarding accounting procedures, account numbers, and other office matters.
- Answering questions from and acts as liaison between the Principal and other District employees, students, and the general public.
- Establishing new routines and procedures within prescribed limits; develops recommendations regarding other changes as necessary.
- Performing related duties consistent with job description and assignment.
- Maintaining regular and consistent attendance and punctuality.

Minimum Qualifications and Knowledge of:

- High School Diploma, GED, or an equivalent combination of education, skills, and experience.
- Principles and practices of office coordination and supervision.
- Principles and practices of record keeping.
- Practices of basic bookkeeping.

- Payroll and personnel laws.
- English spelling, grammar and punctuation.
- Principles and practices of work coordination and distribution.
- Modern office procedures and computer equipment. Proficient in all computer applications used by the district and use of the internet for school business, including Microsoft Word, Excel, Google Mail, SIS, Pinnacle, Internet Explorer, AESOP, Publisher, Print Shop.

Ability to:

- Independently plan and efficiently manage school office functions.
- Take independent action where required and handle unique problems.
- Work effectively with a service-oriented attitude in a busy school office setting subject to frequent interruptions.
- Multi-task with the ability to adapt quickly to changing situations. Meet pre-set deadlines.
- Make decisions in emergency situations with or without the input of the Principal.
- Know and understand safety procedures including training in first aid and CPR.
- Provide medical support to students.
- Assist students who are ill with compassion and patience.
- Understand, interpret and apply district policies, procedures, and regulations affecting school operations and programs.
- Respond in an empathetic manner in interactions with students.
- Prepare and maintain complex records and to prepare periodic reports from such records.
- Prepare and maintain moderately complex fiscal records and ledgers including budget documents.
- Coordinate the work of others.
- Compose routine correspondence.
- Operate a personal computer with integrated financial system access and related peripheral equipment and software including MS Word, Excel, or other database programs.
- Type at a speed necessary for successful job performance.
- Exercise diplomacy and tact and maintain a high level of professionalism.
- Promote public relations.
- Maintain highest level of confidentiality in all matters relating to staff, students and families.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be: Two years of responsible secretarial experience, including some work coordination responsibilities. An equivalent to the completion of the twelfth grade. Additional courses in a Community college or Technical College regarding secretarial skills, computer applications, writing and grammar.

Special Requirements: May require possession of or ability to obtain First-Aid and/or CPR certification.

Workplace Expectations: The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Mobility to work in a typical school office setting and use standard office equipment. Stamina

to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to Wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date