

OFFICE MANAGER

POSITION DESCRIPTION

Position is eligible for membership in the Lake Washington Education Support Professionals.

SUMMARY

All general administrative support positions are expected to perform common office procedures such as answering phones; providing information and customer service to students, employees and/or the community; word processing or data entry; and maintaining records while maintaining confidentiality. Although certain recurring tasks or responsibilities may be assigned to certain individuals within an office with multiple support positions, all employees in these positions are expected to contribute to keeping the office functioning effectively and efficiently.

ESSENTIAL FUNCTIONS:

- Composes documents such as correspondence, agendas, minutes, bulletins, reports, and email to communicate information to parents, staff, and administrators.
- Evaluates situations involving staff, students, parents, or the public for appropriate action and to direct to appropriate personnel for resolution.
- Maintains files, calendars, records to ensure the information is available and/or meets the needs of the district and auditors.
- Monitors or performs assigned activities and/or program components such as payroll, employee attendance/absence coverage, budget, time sheets and bank deposits to ensure compliance with financial, legal and/or administrative requirements.
- Assist principal in overseeing instructional assistants.
- Assist principal in administering classified staffing, as required
- Provide direct administrative support to principal
- Procures supplies and services, utilizing LWSD protocols
- Responds to inquiries of staff, the public, district personnel, contractors, parents, and/or students to provide information and/or direction.
- Manages building security and facility issues in conjunction with the Head Custodian.
- Supervises and monitors students referred for disciplinary actions.
- Assists other personnel as may be required to support them in the completion of their work activities.
- Models appropriate behavior for staff and students.
- Follows LWSD policies, procedures and protocols.
- Will support the Health Room if the Health Room Secretary and School Secretary are unavailable. Office Manager will receive health room training and delegation of medication by the School Nurse if the School Nurse finds the employee to be component to give medication.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Ability to speak fluent English
- Basic knowledge of computers, email and Microsoft products
- Good written and oral communicational skills
- Ability to communicate essential information to parents, students and colleagues
- Good interpersonal skills, with flexibility to work with others as a team player and with a diverse population.
- Basic math skills
- Ability to read and follow instructions and solve practical problems
- Expected to regularly upgrade skills to meet changing job conditions
- Ability to follow prescribed guidelines for equipment use and operation

WORKING ENVIRONMENT

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations, generally hazard free environment, and in a clean atmosphere. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, fingering and/or feeling.
- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing.
- Seldom stooping, kneeling, crouching and/or crawling.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required.
- Four years job related experience with increasing levels of responsibility OR Associate's degree and two years job related experience with increasing levels of responsibility.

Clearances

Must pass criminal backgroundcheck

Certificates and Licenses

None

Immigration Reform and Control Act Requirement: All new employees are required by law to submit documentation to Human Resources proving eligibility to work in the USA by completing an employment eligibility form within three days of employment.

Applicant Disclosure Statement: Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Human Resources at the time of application.

Background Check on Recommended Candidate: A reference check inquiry will also be made by Human Resources on recommended candidates. According to 1992 legislation ESHB 2518, all school employees with regularly scheduled unsupervised access to children are required to have a criminal background check, which includes fingerprints.

The Lake Washington School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator, Director of Human Resources, 425-936-1251, civilrights@lwsd.org;
Title IX Coordinator, Director of Athletics and Activities, 425-936-1289, titleix@lwsd.org; and
504 Coordinator, Director of Special Services, 425-936-1407, section504@lwsd.org.

Address: 16250 NE 74th Street, Redmond, WA 98052.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE