Santa Maria-Bonita School District
SCHOOL OFFICE MANAGER

BASIC FUNCTION
Under the direction of a school administrator, oversee the activities of the school office; perform a variety of highly responsible secretarial duties; relieve the school administrator of clerical duties and office supervision; ensure compliance with District policies and school site regulations.

REPRESENTATIVE DUTIES
Perform a variety of personal secretarial duties requiring a high degree of skill, accuracy, discretion and an overall knowledge of District policies and school site procedures***E***; assure compliance with District policies and school site regulations***E***; communicate with parents, students, teachers and other employees regarding school activities, policies, rules and regulations***E***; prepare and maintain records of enrollment and attendance***E***; communicate with parents and obtain information regarding absent students***E***; screen visitors and telephone calls***E***; make appointments for the school administrators according to established timelines and procedures***E***; receive and transmit messages accurately for teachers, students and district personnel***E***; prepare correspondence independently or in accordance with oral and written instructions***E***; requisition, receive, inspect, distribute and store supplies and educational materials***E***; maintain materials and equipment inventory as assigned***E***; dispense prescribed medication to individual students in accordance with District policy***E***; administer minor first aid to students***E***; contact parents and emergency assistance agencies in event of serious illness or injuries***E***; respond to inquiries requesting information on District policies, rules, regulations, and operations procedures***E***; maintain time reports and attendance records for school personnel***E***; orient new and substitute teachers***E***; provide directions, keys and instructional materials***E***; operate a variety of office equipment including a typewriter, calculator, copier, computer equipment and other school office machines***E***; assist with site budget planning and with the assignment of substitute personnel***E***; receive, sort, review and distributes mail***E***; compile data and statistical reports requiring the selection of data, determining the appropriate method of procedure and presentation to obtain desired results; complete a variety of standard District forms; assign duties and provide directions to student office aides; oversee the activities of other clerical personnel to maintain an efficient office; prepare a wide variety of communication materials including reports, memoranda, bulletins and schedules from notes or brief verbal instructions; perform related duties as assigned.

KNOWLEDGE AND ABILITIES
Knowledge of:
Standard office practices, procedures and equipment;
Correct English usage, spelling, grammar, punctuation and vocabulary;
Recordkeeping techniques;
Principles and techniques of first aid.

Ability to:
Type at 50 words per minute;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with school personnel, students, and the general school community;
Operate office machines including a computer and applicable software to enter data, maintain records and generate reports;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Complete work with many interruptions;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Plan and organize work.

EDUCATION AND EXPERIENCE
Any combination equivalent to: Graduation from High School supplemented by training or coursework in automated equipment and software and office management data management, storage and retrieval systems, or other related areas and two years of responsible clerical experience, including service involved with school age children.

(continued)

LICENSES AND OTHER REQUIREMENTS
First aid certificate issue by the American Red Cross must be obtained within six months of employment.

WORKING CONDITIONS
Environment:
Office environment;
Constant interruptions.

Physical Abilities:
Sitting for extended periods of time;
Kneeling or crouching;
Reaching overhead, above the shoulders and horizontally;
Bending at the waist to store and retrieve files;
Dexterity of hands and fingers to operate a computer keyboard and a variety of office equipment;
Hearing and speaking to exchange information;
Seeing to read various materials.

Hazards:
Potential exposure to communicable diseases and contact with blood and other body fluids;
Contact with dissatisfied or abusive individuals.