CLASS TITLE: SCHOOL OFFICE MANAGER

BASIC FUNCTION:
Under the direction of a Principal, coordinates, organizes, and oversees the main office of one or more specialized school sites and performs responsible and complex secretarial and administrative support duties for one or more Principals, teachers, and staff; assists the Principal by performing a variety of administrative tasks and coordinating and prioritizing the workflow and clerical support of the school office.

REPRESENTATIVE DUTIES:
Coordinates school office activities. Coordinates communications regarding school activities, event and timelines to relieve a Principal or similar administrator of routine administrative detail; E

Coordinates the school office activities acting as contact and references source for staff, students, parents and the public; E

Performs secretarial duties for one or more Principals. Composes letters, memoranda and bulletins independently with scope of authority. Schedules appointments and maintains calendar; E

Assists in the preparation of one or more school site budgets. Organizes budget and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs. Maintains a variety of files; E

Monitors student attendance to maximize average daily attendance. Reviews weekly and other reports to verify and compare enrollment trends, determine correctness of information, and prepares periodic reports; E

Coordinates services for educational, health care and other providers working with students with special needs. Coordinates events such as but not limited to graduation; E

Updates demographic, academic and contact information for manual and electronic student and administrative files. Coordinates transportation and related services; E

Collects and accounts for money collected in conjunction with student and school activities. May administer a revolving cash fund. Issues receipts; E

Processes certificated and classified payroll items. Maintains attendance records and reports with respect to personnel; E

Assists teachers and support staff by providing them with keys and materials. Prepares substitute personnel time sheets and releases or retains the substitute at the end of the day; E

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Arranges meetings. Notifies participants, prepares agenda and materials, records, prepares, and distributes proceedings and/or recollections. For students’ IEP, arranges meetings involving outside professionals; \( E \)

Provides information over the phone or in person to parents, students or school personnel as appropriate. Resolves routine matters and routes calls to appropriate personnel on complex issues, as necessary; \( E \)

prepares from rough drafts or verbal instructions a variety of materials including schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data; \( E \)

Requisitions, receipts, stores and distributes supplies and office materials. Maintains materials and equipment inventory; \( E \)

Performs research as directed by the Principal. Computes and compiles information and statistical reports; \( E \)

Reports and facilitates scheduling of necessary repairs to buildings and equipment; \( E \)

Participates in the registration of students and related activities; \( E \)

Performs related duties and responsibilities as required to accomplish the objectives of the position; \( E \) and

Performs other duties as assigned that support the overall objective of the position. \( E \)

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Coordination of clerical and secretarial assignments in the school office;
Secretarial, clerical, and minor administrative duties required to support a Principal with complex programs and activities;
Modern office practices, procedures and equipment;
Financial and statistical record-keeping techniques;
Organizational skills and public relations techniques;
VCOE organization, operations, policies and objectives;
Applicable sections of State Education Code and other applicable laws;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer terminal and data entry techniques;
Various software applications used at the assigned school site;
Basic budget control techniques;
Receptionist and telephone techniques and etiquette;
Letter and report writing skills;
Correct English usage, grammar, spelling, punctuation and vocabulary; and
Oral and written communication skills.
ABILITY TO:
Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks;
Relieve the Principal of minor administrative detail and respond to routine inquiries;
Learn, interpret, apply and explain school and VCOE policies, rules and objectives;
Compose correspondence independently;
Schedule and coordinate IEP meetings;
Perform duties effectively with many demands on time and constant interruptions;
Type at 5040 words net per minute from clear copy;
Establish and maintain effective working relationships with others;
Operate a variety of office machines including computer equipment;
Meet schedules and time lines;
Plan and organize work;
Train and provide work direction to others;
Maintain records and prepare reports;
Work confidentially with discretion;
Add, subtract, multiply and divide quickly and accurately;
Communicate effectively both orally and in writing;
Understand and follow oral and written directions; and
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical and secretarial experience involving the use of computer equipment and related software.

LICENSES AND OTHER REQUIREMENTS:
Some positions within this classification may require a valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; a standard office environment with frequent distractions and interruptions; and occasional interactions with members of the public.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print;
Perform work that is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
May be required to work evenings or weekends;
Requires dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;
Reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 30 pounds; and
Listening and speaking to exchange information, e.g. by electronic device, telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education...
will consider that upon request.

HAZARDS:
Exposure to community members, students, parents, and personnel who may become hostile, disorderly, or exhibit physically aggressive behavior.