

Goleta Union School District

School Office Manager

Basic Function

Under the direction of an assigned Principal, oversee, coordinate, organize and perform the day-to-day secretarial and administrative functions at an assigned school office; provide secretarial assistance to the Principal relieving the Principal of administrative details; serve as liaison between students, staff, parents, District personnel and the community; assure the safety and welfare of students and staff including performing health-related duties in the absence of the Health Office staff.

Representative Duties

Assist and greet office visitors.

Oversee, coordinate, organize and perform the day-to-day secretarial functions at an assigned school office; serve as liaison between students, staff, parents, District personnel and the community; provide information regarding school and District rules, policies and procedures. Orient new families, students and staff to the school. E

Prepare, maintain and update student records in areas related to attendance, discipline, emergency, health and other student records as assigned; enter, maintain, and update data in an assigned student database and compile data as requested by District staff or the Principal; maintain cumulative record files for students. E

Provide secretarial assistance to the Principal relieving the Principal of administrative details; prepare and type letters, memos, agendas, purchase requisitions, and other documents as assigned; schedule appointments and make referrals as appropriate; prepare the school calendar; maintain files. E

Maintain and record student attendance as assigned; prepare enrollment and transfer forms as appropriate; record daily calls to parents regarding student absences; compile and generate attendance reports as assigned. E

Provide support to staff including providing various student information, assisting with field trips, completing forms, ordering supplies, screening, distributing mail, preparing reports, handling and distributing time sheets and payroll warrants, maintaining files and other support activities as assigned; maintain staff attendance sheets as assigned. E

Prepare and compile various District reports such as attendance, enrollment, staff absence reports, testing, budget, immigration, building use and other assigned reports according to established timelines. E

Supervise students sent to the office for disciplinary actions; assist students with completing behavior reports; prepare disciplinary reports and send to parents as assigned. E

Assure the safety and welfare of students and staff including performing health-related duties in the absence of the Health Office staff; administer first aid to students and staff; dispense medication according to prescription instructions; prepare exposure notices and accident reports as needed; assist with enforcing required immunizations of students. E

Operate a computer and assigned software systems; update telephone system, operate a telephone, copier, intercom, typewriter, calculator and other office equipment as assigned. E

Assist with various transportation needs including bus scheduling, field trips, and bus citations and suspensions; resolve conflicts as needed.

Assist the PTA with providing translating services, meeting rooms, preparation of materials, fund-raisers and other activities as requested.

Train and provide work direction to office staff as assigned.

Perform related duties as assigned.

School Office Manager

Knowledge and Abilities

Knowledge of:

School office terminology, practices and procedures.
Operation of a computer and assigned software.
Receptionist and telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies and objectives.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.
Bloodborne Pathogen Exposure Prevention.
Principles, methods and practices of first aid and routine emergency treatment.

Ability to:

Manage the front office of an assigned school.
Learn, interpret and explain rules, regulations, policies and procedures.
Provide secretarial assistance to the Principal relieving the Principal of administrative details.
Evaluate situations and adopt an effective course of action.
Serve as liaison between students, staff, parents, District personnel and the community.
Assure the safety and welfare of students and staff including performing health-related duties as assigned, including routine first aid and emergency treatment.
Compose correspondence and work independently with little supervision.
Meet schedules and time lines.
Perform duties effectively with many demands on time and constant interruptions.
Plan and organize work.
Train and provide work direction to others.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical or secretarial experience including one year of computer experience.

Licenses and Other Requirements

Valid First Aid certificate issued by an authorized agency.
Bloodborne Pathogen Exposure Prevention Training.

Working Conditions

School Office Manager

Environment

Office environment.

Constant interruptions.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials or to assist children.

Sitting for extended periods of time.

Reaching overhead, above the shoulders, and horizontally.

Hazards

None