

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SCHOOL OFFICE MANAGER

SALARY: RANGE 38 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator(s), provide support to relieve the administrator(s) of routine clerical detail; coordinate office activities for the assigned elementary, middle or high school; perform public relations and coordinate flow of communication; provide budgetary support to the assigned school site; assist with State and site-specific testing; train and provide work direction to assigned office staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate a wide variety of activities to relieve the assigned administrator(s) of routine clerical detail; prepare and accurately maintain a variety of reports, files and statistical data relating to students, staff, operations and activities; work directly with the administrator(s) to carry out school policy, planning and procedures.

Organize and coordinate communications between the administrator(s), staff, students, parents, personnel and the community, including use of the student information system or other applications/platforms, explaining Board policies and administrative procedures as needed; resolve issues or refer to appropriate staff or department according to established guidelines and procedures.

Process incoming and outgoing mail; compose correspondence and bulletins independently or from dictation as requested; schedule appointments, conferences, meetings and classroom visitations; screen telephone calls and visitors.

Maintain absence reports; prepare and maintain classified and certificated substitute time cards; provide keys and direct substitutes to classrooms as appropriate.

Monitor budget activity and teacher instructional supplies accounts; reconcile accounts and inform Principal and teachers of current status; receipt and submit monies collected for special programs and other purposes; estimate administrative expenses and other expenditures.

Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures; ensure expenditures do not exceed established budget limitations; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; assist with budget development and preparation; maintain statistical records and files.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

Provide budgetary support to an assigned school site; plan and oversee budget categories; monitor State and federal funds for compliance and best practices in purchasing; maintain related financial documents and produce budget reports as required; process budget transfers and purchase orders.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, financial activity including grant orders or invoicing assistance, budgets, staff and assigned duties; establish and maintain filing systems; review certificates, contracts and licenses as required; prepare mileage reimbursements, travel and conference claims, timesheets, professional expert agreements, personnel action forms, applications, cash collection vouchers, pay vouchers and lease agreements as assigned.

Research vendors and request quotes for funded purchases in accordance with established policies and procedures; inventory and order textbooks, custodial supplies and other materials as assigned; maintain various auditable records related to income, expenditures and assigned accounts.

Train and provide work direction to others as assigned; assign duties and review work for accuracy and completeness; provide input concerning staff interviews and evaluations as requested.

Provide information to parent/community members who inquire about volunteering, and regularly review the roster of "cleared" volunteers from Human Resources.

Maintain records for any parent volunteer drivers to ensure they meet the necessary requirements.

Process certificated, classified and substitute payroll as assigned; maintain accurate absence records and reports concerning personnel; calculate salary and benefits and submit related reports; contact and schedule substitutes as required and in accordance with established guidelines.

Prepare and maintain a variety of records related to assigned activities; establish and maintain filing systems; assist with organizing and preparing school information packets, registration forms, lists, memoranda and related documentation as required.

Prepare and maintain a variety of school, student and personnel records related to student enrollment and class rosters or for CALPADS purposes, transportation, student registration, nutrition, health, discipline, cumulative folders and staff evaluations as required; maintain confidentiality of records and information as appropriate.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; ensure accuracy of input and output data; maintain and update an assigned website as assigned; upload relevant content in accordance with established guidelines.

Perform a variety of technical duties to facilitate State and site-specific testing including, but not limited to: AP, CAASP, CAHSEE, ELPAC; assist with scheduling test dates; process information regarding student demographics; order tests and related supplies in accordance with established policies and procedures; ensure security of testing environment complies with established guidelines.

Register, release or transfer students according to established guidelines and procedures; assist in the completion and receipt of enrollment forms; enter student and family data into an assigned computer system; disburse truant and tardy letters as appropriate.

Submit work orders for repairs, maintenance and other functions; oversee transportation needs for extracurricular activities.

Regularly input and review facilities use requests in an electronic system, including sports facilities and school performing arts center as necessary.

Attend regular Office Manager meetings held throughout the school year as scheduled by the District during the work day.

Assist with development and maintenance of the Master Schedule.

Maintain grades and transcripts as required; maintain student cumulative files.

Maintain school's master calendar and key security file as assigned.

Maintain school bell schedules as assigned by the position.

Provide basic first aid to students; arrange for emergency medical services as needed; monitor and distribute doctor prescribed medications in accordance with applicable laws, codes, rules, and regulations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Site organization, operations, policies and objectives.
- ▶ Applicable sections of State Education Code and other applicable laws.
- ▶ Statistical record keeping techniques.
- ▶ Business letter and report writing, editing, and proofreading.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.
- ▶ Basic first aid.

ABILITY TO:

- ▶ Perform a wide variety of clerical and administrative assistant duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- ▶ Understand and perform duties within scope of authority.
- ▶ Establish and implement revised office procedures as needed and according to established guidelines.
- ▶ Compose correspondence independently.
- ▶ Perform duties effectively with many demands on time and constant interruptions.
- ▶ Understand, interpret, apply and explain rules, regulations, policies and procedures.
- ▶ Maintain good public relations with students, parents, teachers and the public.
- ▶ Train, provide work direction and supervise others.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.

- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Maintain confidentiality of sensitive and privileged information.
- ▶ Provide basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

POTENTIAL HAZARDS:

- ▶ Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: HR Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.