

Hamilton School District Position Description

Position Title:	Office Manager
Reports to:	Building Principal
Salary:	Lane 6 of CBA
Insurance:	Per CBA
Term:	220 Day Contract

Office Manager:

The position manages the operation of the school office. This position is responsible for the assigning of job tasks; monitors work load; reviews work of building secretaries. The position serves as secretary to the principal, supervises clerical staff and provides various support services for students, parents, staff and the public. The position promotes positive public relations for the school and the district.

Duties and Responsibilities:

1. Manages the operation of the school office. Greets parents, students and visitors entering the office and provides assistance. Answers the telephone and responds to inquiries.
2. Provides secretarial assistance to the Principal or other administrator maintains appointment calendar; schedules meetings. Compiles data for and prepares reports and lists.
3. Compiling data, monitoring attendance, rosters, enrollment counts statistical records and reports.
4. Registering students
5. Processing and coordinating activity fees for students
6. Coordinates work of office secretarial and clerical personnel; monitors work load; coordinates special projects.
7. Distributes school newsletter and staff bulletin.
8. Maintains records and files for staff and student information; maintains staff absence records and prepares payroll cards as assigned.
9. Maintains accounting ledges for general building budgets; monitors budget balances and provides information to staff members
10. Requisitions, receives, accounts for, and distributes school supplies and materials. Takes periodic inventory. Provides information to staff members concerning annual supply orders.
11. Arranges for assignment and release of substitute personnel in coordination with the districts substitute office, Greets substitutes and provides information concerning assignment.

12. Processes free and reduced lunch application forms' informs parents; maintains records.
13. Maintains safe. Troubleshoots problems with office equipment and calls for service as necessary. May communicate with Transportation Department concerning student transportation arrangements.
14. Provides clerical assistance to Vice Principal, teachers, and/or parent organization as requested. Coordinates a variety of school programs such as voter registration, school pictures, school insurance, and other activities.
15. Supervises students who come into the office. Provides basic first aid medical care to ill or injured students in the absence of the school nurse; call parents and makes arrangements for transportation home as necessary. Gives medication as authorized.
16. Coordinates activities involved with opening and closing of school, such as preparing handbooks and schedules. May issue lockers to students and maintain locker records.
17. HHS AND HMS only. Coordinates clerical activities for graduation/promotion ceremonies May submit order for diplomas, type graduation program and/or distribute honor awards. Proofreads programs and graduation/promotion listings. Provides other assistance for graduation as requested.
18. Maintains school office files; ensures that information is kept in a confidential manner. Coordinates distribution of student progress reports to teachers; receives completed forms; distributes copies to appropriate parties; maintains files.
19. Promotes positive relations with parents and the general public concerning the school and the district. Answers inquiries; researches data to provide information concerning school programs as requested.
20. Other duties and responsibilities as assigned.

Reporting Relationships: Reports to Principal. Provides lead direction to office secretarial staff.

Required Qualifications:

- Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provided the desired knowledge and abilities

Desired Attributes:

- Knowledge of general secretarial procedures.
- Knowledge of correct grammar, spelling, and English usage.
- Knowledge of general bookkeeping procedures; ability to maintain accounting records.

- Keyboarding skill at 60 words per minute.
- Skill in operating general office machines.
- Skill in written and oral communication.
- Ability to understand and apply complex policies and rules.
- Ability to use various software programs.
- Ability to maintain accurate records.
- Ability to attend to detail and follow tasks thru to completion.
- Ability to organize and set priorities .
- Ability to work effectively under pressure and remain flexible to changes in situations or assignments.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with students, parents, staff and the general public.

WORK ENVIRONMENT:

Office environment; experiences frequent interruptions; requires dealing with upset or angry individuals; requires caring for ill or injured students; requires caring for ill or injured students; requires visual concentration on detail, dexterity and precision.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.