



## Santa Rosa City Schools

### Classification Description

<b>Job title:</b>	Elementary School Office Manager	<b>Department:</b>	Clerical and Secretarial
<b>Reports to:</b>	Site Administrator	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>		<b>Work year:</b>	12 Months
<b>Revision(s):</b>		<b>Range</b>	27

#### **DEFINITION:**

Under the direction of an elementary principal, manage the efficient operation of an elementary school office by performing a combination of receptionist, clerical, record-keeping, community relations and student care services.

#### **QUALIFICATIONS:**

##### **Education:**

High school equivalent

##### **Experience:**

Two years of clerical experience, preferably including one year experience in a school setting involving public contact

##### **License and/or other qualifications:**

CPR and First Aid Certification

##### **Knowledge and Abilities:**

##### **Knowledge of:**

- Office practices and procedures, including business correspondence, record-keeping and organizational systems
- Operating of office equipment and software programs
- Receptionist and telephone techniques and letter and report writing
- Business English, including vocabulary, spelling, grammar, and punctuation
- Basic math
- Public relations techniques
- Oral and written communication as it relates to this position

##### **Ability to:**

- Perform clerical work with speed and accuracy without immediate supervision
- Learn, interpret, and apply school rules and regulations
- Make arithmetical calculations with speed and accuracy
- Prepare and maintain accurate records and reports
- Understand and carry out oral and written instructions
- Establish and maintain cooperative relationships with students, parents, staff, and others contacted in the course of work
- Demonstrate effective oral and written communication skills

## **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Perform clerical duties such as correspondence, memos, reports, and other forms of communication.
2. Create, prepare, and distribute written communication such as letters, memos, schedules, agendas, reports, requisitions, and school activity information.
3. Receive and screen phone calls and visitors; forward messages to voicemail; answer questions and direct phone calls and visitors to the proper office; schedule appointments for the principal.
4. Assist and provide information of all phases of the school operation to staff, students, parents, and the public; confer with parents regarding student absence and other matters of student welfare.
5. Open and distribute mail; screen supervisor's mail, calling attention to those items requiring personal action.
6. Prepare purchase orders; maintain records of expenditures; order, receive, distribute and inventory school supplies.
7. At the direction of the Principal, communicates with the district office; maintain attendance and payroll records for certificated and classified employees; orient and assist substitute or newly hired employees.
8. Maintain records, schedules, reports, files, logs and inventories; including material of a confidential nature.
9. Enroll new students by assisting parents in filling out online registrations, explaining school operation and procedures; introducing students to teachers; requesting records from former school, if any.
10. Prepare monthly reports of attendance for the District Office.
11. Maintain other student records including cumulative records, assist with health and emergency records and registration and transfer records; forward records of students transferring to other schools.
12. Receive and account for student activity funds and other money; perform bookkeeping duties in accounting or student funds. This includes the school's Revolving Account.
13. In the absence of the School Nurse, administer minor first aid to students; locate and notify parents of student illness or injury.
14. Operates a variety of office equipment.
15. Schedules transportation and makes transportation payments for field trips.
16. Submits requests for repairs and/or service for office equipment

## **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Performs other related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.