CHICO UNIFIED SCHOOL DISTRICT
SCHOOL OFFICE MANAGER

DEFINITION
Under direction, to perform a variety of responsible secretarial duties in support of the assigned school office; and to serve as Secretary to the Principal or site administrator of an assigned school, including to relieve the administrator of a variety of secretarial and clerical administrative detail.

SUPERVISION EXERCISED
May exercise functional and technical supervision over clerical staff and student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Participate and assist in the administration of the school office; plan, organize and oversee activities and operations associated with the office; relieve the Principal or site administrator of a variety of administrative details.
- Perform the full range of secretarial duties for the Principal or site administrator; type and assemble reports, manuals, correspondence and other materials; independently respond to letters and general correspondence; compose and prepare letters, memoranda and reports pertaining to standard policies; post necessary information and announcements.
- Serve as initial contact/resource person for the Principal or site administrator's office; screen calls, visitors and mail; respond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate.
- Maintain calendars for the Principal or site administrator regarding administrative and department activities, meetings and various events; coordinate activities with other District departments, divisions, the public and outside agencies; make necessary arrangements and prepare agendas for meetings; take and transcribe dictation and minutes as assigned.
- Participate in the preparation and administration of the school budget; submit budget recommendations; monitor expenditures; maintain administrative and financial records.
- Supervise and train assigned staff and student assistants; provide or coordinate staff training; work with employees to correct deficiencies; direct the work activities of assigned clerical personnel; prioritize and coordinate work assignments; review work for accuracy.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing clerical and secretarial services; implement policies and procedures.
- Provide information and forms to the students, faculty, staff and the general public; collect and process appropriate information; apply policies and procedures in determining completeness of applications, records and files.
- Supervise and perform specialized record keeping functions in the areas of registration, student cumulative folders, transcripts, attendance records, report cards, graduation and award lists and data processing records.
- Assign, issue and maintain inventory of room and cabinet keys issued to teachers and other authorized personnel.
- Assist substitutes and aids in obtaining class information and classroom keys and finding the assigned rooms.
- Serve as liaison between the Principal or site administrator, teachers, students, parents and other staff members.
- Take care of sick or injured students; administer basic First Aid & CPR as authorized under current standard certification, and dispense prescribed medication to individual students in accordance with District policy.
- Requisition, receive, store and distribute supplies; prepare purchase orders for materials, textbooks and supplies.
- Assist in the preparation of special projects and assignments as requested.
- Operate and perform minor maintenance on office machines, including copiers, calculators and computers.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Principles and practices of office management.
- Modern office practices, methods and equipment, including computer equipment.
- Principles of business letter writing.
- Principles and procedures of record keeping.
- Principles of lead supervision and training.
Knowledge of cont’d:
- Word processing methods, techniques and programs, including spreadsheet and database operations.
- Principles and practices of data collection and report preparation.
- Techniques used in public relations.
- Alphabetical, numerical and subject matter filing systems.
- Basic accounting and bookkeeping procedures.
- Basic mathematical principles.
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:
- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Learn basic First Aid & CPR principles and practices.
- Perform responsible and difficult office management, administrative, clerical and secretarial work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the assigned school and District as necessary to assume assigned responsibilities.
- Independently compose correspondence and memoranda.
- Compile and tabulate information and data and prepare summaries and reports.
- Maintain and prepare complex, extensive and confidential records and reports.
- Organize and review the work of clerical personnel.
- Plan and organize work to meet schedules and timelines.
- Work effectively and efficiently under pressure with constant interruptions.
- Analyze situations carefully and adopt effective courses of action.
- Respond to requests and inquiries for information regarding District policies and procedures.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Meet and deal tactfully and effectively with the public.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Two years of responsible secretarial and clerical support experience which included decision making responsibilities and exercising of independent judgment. Experience in a school district is highly desirable.

Training:
- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices or a related field.

License or Certificate:
- Ability to obtain and maintain certification in First Aid & CPR by the end of the 5th month of employment.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Please refer to the Job Analysis.