CHICO UNIFIED SCHOOL DISTRICT
SMALL SCHOOL OFFICE MANAGER

DEFINITION:
Under direction, to perform a variety of responsible secretarial duties in support of the assigned school office; to provide necessary first aid and emergency care to students and school staff; to assist in providing health related services including screening for vision, hearing, and general health; 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, organized 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.
- Assist in student registration by informing parents/guardians of Child Health Development. Physicals required for school entry and scheduling appointments for kindergarten screening.
- Provide referrals for students and/or parents/guardians to appropriate school staff as needed.
- 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; 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.
- Maintain accurate attendance records, including issuing readmit slips, typing master absence lists, verifying student absences, providing information to parents, teachers and counselors, posting absences and preparing regular and annual tabulations on attendance; input absences into computer from a variety of sources, including class rolls, calling lists, tardy list and parents; contact parents by telephone or in person regarding student absences; run reports of unverified absences.
- Check purchase orders and invoices; maintain records; advise on expenditures.
- Monitor student reporting to office for discipline.
- Serve as secretary to assigned staff; relieve staff of complex clerical details.
- Serve as liaison with other schools, offices and school districts on matters related to assigned programs.
- Schedule meetings and appointments for assigned staff.
- Maintain budget records for programs and grant funds.
- Maintain use of facilities forms; determine the necessity of and schedule custodians to cover events; determine charges for use of facilities; prepare billing statements; track and analyze usage of facilities.
- Attend meetings and conferences as assigned and serve as recorder; prepare materials and agenda for assigned meetings.
- Attend and participate in staff meetings during scheduled work hours or by prior arrangement and in-service activities; attend in-services, conferences and classes to increase professional knowledge including, in the areas relating to child health and welfare, specialized health care services, first aid, CPR and effective interaction with students and parents from diverse backgrounds.
- 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 aides 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.
Provide necessary first aid and emergency care to students and staff; perform specialized physical health care services in accordance with Education Code Section 49423.5 under the supervision of a qualified school nurse, public health nurse, or licensed physician and surgeon.

Assist the school nurse in screening for vision, hearing and general health; chart results of testing; track students requiring follow-up by school nurse or medical provider.

Dispense medications under appropriate guidelines.

Assist orthopedically or physically handicapped students including, taking care of individual physical/medical health care needs.

Perform a variety of clerical and administrative duties under the guidance of the school nurse including, maintaining student health records, verifying individual students compliance with State mandated health services regulations, processing student accident reports, maintaining records of medications dispensed and compiling, typing and maintaining records, reports, correspondence and statistical information.

Report school health and safety problems to school administrators.

Screen students for head lice; and encourage the use of Universal Precautions among students and staff; identify possible chronic health problems and refer to nurse, teacher and other school personnel.

Identify and report suspected victims of child abuse to appropriate officials and agencies.

Set up and maintain first aid kits for class field trips under established guidelines; notify teacher/school nurse of special needs and medication of students going on field trips.

Requisition, receive, store, and distribute office and medical supplies and forms; 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 assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge Of:**

- Principles and practices of office management.
- Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases.
- Modern office practices, methods and equipment, including computer equipment.
- Principles of business letter writing.
- Principles and procedures of record keeping and reporting.
- Principles of lead supervision and training.
- 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 the principles, practices, methods and techniques used in first aid, CPR, Universal Precautions and control of communicable diseases.
- 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.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Work effectively and efficiently under pressure with constant interruptions.
• Respond to requests and inquiries for information regarding District policies and procedures.
• Work closely with and under the direction of the school nurse and under the supervision of the school Principal.
• Learn the principles, procedures and techniques used in screening for vision, hearing and general health.
• Learn, interpret and apply the policies, procedures, laws, codes and regulation pertaining to assigned programs and functions including, appropriate guidelines for dispensing medications.
• Assist school nurse in screening for vision, hearing and general health.
• Administer first aid and CPR to school staff and students.
• Care for individual physical/medical health care needs of students including, orthopedically or physically handicapped students.
• 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.
• Respond to requests and inquiries from the general public.
• 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:
• Three years of responsible clerical experience including experience in the maintenance of complex records. Experience in a school district is highly desirable. One year of providing first aid and care of children is desirable.

Training:
• Equivalent to the completion of the 12th grade supplemented by specialized training in office practices, health, first aid, CPR, emergency medical services, or related field(s).

License or Certificate:
• Possession of current certification in First Aid and CPR.

Special Requirements:
• Essential duties require the following physical skills and work environment:
  • Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 25 lbs.; exposure to chemicals, medications and communicable diseases and viruses.
  • Ability to respond to emergency situations and to work with students.
  • Ability to work in a standard office environment.