

HIGH SCHOOL OFFICE MANAGER



Reports to: Principal
Salary Schedule: Schedule B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 6
Revised Date: January 2019

SUMMARY:

Under the direction of the High School Principal, provides comprehensive support services to insure the efficient operation of the school and to enhance the effectiveness of the district's programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establishes, processes and maintains files and reports as required by the district.
- Supervises secretarial staff in high school administration office, counseling office, resource center, career center and library office. Assigns/delegates tasks as needed.
- Tracks and monitors hours and work schedules for all secretaries and para-educators in the building.
- Records absences for building staff, coordinates substitute coverage for certified and classified staff, and provides monthly payroll report to district office.
- Acts as liaison between the principal and students, staff, parents, district personnel and the public. Keeps principal informed of all incoming concerns.
- Provides administrative support to the Principal, including scheduling appointments, screening phone calls and visitors, processing mail and processing paperwork signed by principal.
- Prepares correspondence, memos, bulletins, press releases, spreadsheets and required district forms efficiently and accurately.
- Attends and takes notes at various administrative and staff meeting as requested by principal, including those of confidential or sensitive nature.
- Prepares graduation list, orders diplomas, and works with counselors, teachers and administrators to confirm eligibility of students to graduate and participate in graduation ceremony. Prepares graduation program and other materials related to graduation ceremony.
- Operates and maintains the automated phone calling system. Trains and

assists other staff in using the system and running reports; sets up calls for building and district use; troubleshoots and problem solves system errors.

- Prepares materials and files for interviews for high school job openings; coordinates secretarial interviews; Completes hiring processes and required paperwork.
- Prepares materials for distribution to students.
- Creates and generates student and financial reports as needed from the Skyward system; Maintains student calendar and bell schedules in Skyward.
- Maintains staff directory information and Google email groups.
- Provides information to parents, students, and community members regarding school rules, regulations and events
- Designs, composes and distributes the fall newsletter (Panther Paws).
- Prepares and coordinates production of student handbook.
- Serves as Notary Public.
- Provides information/support services to all staff, including technical support with software and computer use, help with processing paperwork properly, explaining district policy and procedure and interpreting bargaining agreement language when requested.
- Assists principal with building budget preparation.
- Monitors budget expenditures and provides detailed budget reports to department heads.
- Coordinates and prepares the annual KCDA Order for all departments.
- Processes high school general fund purchase orders; maintains record of all purchase orders processed.
- Track credit card purchases, general fund donations and deposits; prepares required reports.
- Compiles monthly copier and postage reports, detailing amounts to be charged to individual budgets
- Maintains staff fund – writes receipts and checks, makes deposits and balances monthly account statement.
- Maintains financial records as necessary in coordination with the business office.
- Textbook and supply research and purchase recommendations.
- Performs other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

EDUCATION AND EXPERIENCE:

- High school graduation or equivalent.
- One year post-high school secretarial training, including computer training
- Three years secretarial/clerical experience, including computer data input and retrieval.
- Valid First Aid/CPR card or ability to obtain.
- Qualified as voter registrar.
- Must be bondable.
- Strong record keeping, filing and organizational skills.
- Excellent telephone and computer/data entry skills, with the ability to type 65 wpm.
- Ability to relate effectively to diverse population.
- Ability to manage office operations.
- Ability to inspire confidence and obtain the cooperation of staff, students, parents, teachers and the public.
- Ability to supervise others.
- Requires prolonged sitting.
- Attendance and punctuality are important in this position.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

