

JOB DESCRIPTION

TITLE SCHOOL OFFICE MANAGER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or general education degree (GED); and one to two years related experience and/or training. If this position is responsible for the school activities funds a minimum of two years experience in bookkeeping with at least one year in an educational setting is preferred.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents and other employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Manages daily office functions of the school.
2. Provides confidential secretarial services to the Principal and staff within the school.
3. Assists with the supervision of the clerical staff.

SPECIFIC RESPONSIBILITIES

1. Assists Principal with the preparation of the annual budget; maintains budgets for school departments and processes budget amendments for new functions.
2. Maintains accurate monthly internal account records and prepares accounting reports for annual audit. (Elementary)
3. Assists with the supervision of clerical employees by assisting with evaluations and managing the workflow of office clerical personnel.
4. Prepares and maintains all payroll reports for school staff.
5. Assists Principal in receiving and processing of applicants for instructional, non-instructional and support staff. Maintains school files for budgets, evaluations, Beginning Teacher Program and other areas as directed by the Principal.
6. Serves as secretary by performing such duties as screening telephone calls, taking messages, coordinating meetings, maintaining Principal's calendar and assisting parents.
7. Types correspondence, lists, reports, forms, faculty and student handbooks, newsletters, calendars, teacher evaluations, travel reimbursement vouchers, etc.
8. Maintains a working knowledge of TERMS, Microsoft Office, GroupWise and various other computer programs. If this position is responsible for activity fund accounting, participates in quality bookkeeper training sessions as well as annual refresher training events.
9. Processes warehouse and purchase order requisitions for all departments; maintains petty cash account.
10. Processes Worker's Compensation claims and maintains required paperwork.

11. Coordinates facility lease agreements...
12. Maintains up-to-date substitute teacher list as well as assists with procuring substitutes for staff either by SubFinder ® or making telephone contact with individual subs.
13. Maintains postage meter and postage.
14. Performs all other duties as assigned.