

CONTINUATION SCHOOL OFFICE MANAGER

DEFINITION

Performs and is responsible for all of the clerical functions of a Continuation High School office.

TYPICAL DUTIES

- Completes necessary forms for student enrollment and withdrawals and contacts students' home schools to obtain cumulative and other records.
- Obtains and imparts information in personal and telephone contacts relative to student enrollment and attendance, school activities, and school and District policies and regulations, and obtains and releases confidential student information at the direction of certificated personnel.
- Updates and maintains student information in the Student Information System (SIS).
- Performs secretarial duties for a Continuation High School Principal in maintaining a calendar, arranging meetings, receiving visitors, screening mail, composing letters from general instructions or rough notes, and obtaining or giving out information on behalf of the Principal.
- Establishes and maintains various files and records, including student attendance and cumulative records, health records, work permits, financial accounts, mandated public notices, supplies and equipment inventories, and correspondence.
- Synthesizes information and completes and prepares regular and special reports on such matters as attendance, budgeting, accidents, and special programs.
- Records financial transactions regarding instructional material accounts and imprest and student body funds and maintains account balances.
- Reviews communications, bulletins, and reports and obtains information from other sources as requested by the administrator in order to advise on necessary actions.
- Processes and distributes tickets for free and reduced-price lunches, student identification cards, bus tokens and passes, and Transit Access Pass (TAP) cards.
- Prepares time reports for payroll purposes and makes adjustments as necessary.
- Liaises with Food Services Managers to update student meal rosters and ensure the adequacy of the food supply.
- Contacts custodial and maintenance personnel regarding requests for service or repair to equipment or facilities.
- Orders supplies, equipment, and textbooks and completes subscription requests.
- Develops methods and forms to record attendance, enrollment, withdrawals, and other data.
- Orients new and substitute teachers, volunteers, and aides in school policies and procedures and issues materials such as bulletins, programs, and keys.
- Provides minor first aid and arranges for the care of ill or injured students.
- Coordinates and assists in arranging for school and community activities.
- Issues, receives, and processes student applications for work permits.
- Provides work direction to part-time student helpers and lower-level classified personnel as assigned.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Continuation School Office Manager performs and is responsible for the clerical activities of a Continuation High School, makes necessary decisions in the absence of certificated administrators, and performs non-stenographic secretarial duties for the Continuation High School Principal.

A School Administrative Assistant provides assistance to a school administrator, manages a school office, and has supervisory responsibilities for the clerical personnel and activities of a school.

An Early Education Center Office Manager performs and is responsible for the clerical activities of an Early Education Center, acts as secretary to the site administrator, prepares financial and personnel reports, and has extensive contact with parents and guardians regarding confidential information.

SUPERVISION

General supervision is received from a Continuation High School Principal. Work direction is exercised over student helpers and lower-level classified personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Office practices and procedures
- Basic bookkeeping methods
- Spelling, punctuation, and grammatical usage
- Filing methods
- Principles and techniques of first aid
- District rules and regulations as they pertain to continuation high school operations
- District records, reports, and procedures relating to student attendance, employee time reporting, operation of Instructional Material Account, and other school office functions
- Microsoft Word and Excel

Ability to:

- Operate a variety of office machines
- Organize files and keep accurate records
- Lay out reports and forms for clarity and effectiveness
- Compile numerical data and make accurate arithmetic computations
- Understand and interpret rules, policies, and regulations
- Work effectively with employees, students, and the public
- Use discretion and exercise good judgment in communicating with students in sensitive situations
- Compose written communications
- Obtain and impart information accurately
- Work with frequent interruptions
- Demonstrate initiative
- Utilize the capabilities of a personal computer and various District specific software such as Business Tools for Schools (BTS) and School Information Systems (SIS)
- Type accurately and rapidly using a computer keyboard
- Maintain confidential information

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management and human relations.

Experience:

Two years of clerical experience that included data input, data processing, and record-keeping duties of which one year was in a school office.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
08-17-11
TH