



## LOWELL JOINT SCHOOL DISTRICT

### SCHOOL OFFICE MANAGER

Classified Salary Schedule  
Range 23

#### **JOB SUMMARY:**

Under general supervision of the school principal, serves as secretary and receptionist in a school; performs a variety of clerical and secretarial functions; assists staff; and performs related duties as required.

#### **ESSENTIAL FUNCTIONS:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Serves as secretary to the principal and coordinates the secretarial/clerical work of a school office.
- Receives visitors, answers the telephone and responds accordingly; explains policies, rules, laws, and regulations to students, teachers, and parents.
- Makes appointments, arranges group meetings and transmits confidential information.
- Composes and types reports, letters, memorandums, schedules and other materials.
- Establishes and maintains confidential and complex files (i.e. guidance, cumulative records, correspondence, etc.).
- Maintains records of supplies, materials, repairs, etc.
- Provides information regarding school matters over the counter and by telephone.
- Administers first aid and contacts appropriate emergency assistance as necessary and administers medication according to physician's instructions and in accordance with the Education Code.
- Enrolls and releases or transfers students.
- Maintains schedule for approved field trips, use of school facilities, and extracurricular activities.
- Receives, sorts, and routes mail.
- Maintains student records including test scores and grades.
- Maintains classified and certificated attendance records.
- Supervises student help.
- Compiles attendance data.
- Admits returning students to classes.
- Implements direction of principal for child safety and security.
- Performs other related duties as assigned.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

- Office administration practices and procedures, including filing systems, telephone techniques and etiquette.
- First aid practices and health and safety regulations.
- Record keeping and methods of collecting and organizing data and information.
- Principles of business letter and report writing including correct English usage, grammar, spelling, and proofreading.
- Oral and written communication skills and interpersonal skills using tact, patience and courtesy.
- General knowledge of modern office equipment and computer programs.

**Ability to:**

- Pass a typing test at 50 words per minute
- Operate standard office machines including a computer using presentation, word processing, spreadsheet, and database software applications.
- Compose correspondence independently.
- Understand, interpret, explain, and apply school and District policies and procedures.
- Communicate clearly and effectively, both orally and in writing, with administrators, employees, parents and the public.
- Administer basic first aide to ill or injured students.
- Maintain confidentiality.
- Work independently with minimal supervision, meeting schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

**Education/Training/Experience:**

High school diploma or its equivalent supplemented by course work in clerical and secretarial practices; minimum of two years clerical and secretarial experience involving meeting the public. Computer experience required including use of word processing, spreadsheet, and database management programs. Ability to type 50 words per minute required. Possession of a valid Red Cross First Aid Certificate.

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Physical Demands:**

Ability to sit for extended periods of time. Walking, standing, bending, and reaching at below and above shoulder level. Lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone. The ability to learn and administer first aid is required at the school site.

**Mental Demands:**

Employees must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students, and parents.

**Work Environment:**

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees work under typical office conditions and the noise level is usually quiet or moderately quiet, however, a school site office may be somewhat louder. Possible exposure to blood-borne pathogens, body fluids and communicable disease.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*

**WORK PERIOD:**

10 months per year, 5 days per week, 8 hours per day

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