



Gervais School District

ESTABLISHED 1834

LEAD OFFICE MANAGER

QUALIFICATIONS:

Minimum:

- High school diploma or equivalent;
- Type a minimum of 45 words per minute;
- Two years experience in clerical or secretarial work, requiring frequent contact with the public, or equivalent business education;
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- Ability to maintain, correct, and organize files;
- Ability to schedule job assignments in a timely manner, with little assistance from supervisor;
- Ability to process correspondence and communications routine in nature;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and tact when dealing with staff, and maintain a high level of professionalism;
- Ability to accurately count and process cash;
- Respect confidential information;
- Five years experience as an Office Manager is required;
- Currently serving as Office Manager in the District;
- Have a First Aid card as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

Preferred:

- Course work and advanced classes in computer use and the use of MS Office (Word, Excel, Outlook) or equivalent programs;
- Experience with computerized student records systems (i.e. Powerschool); and
- Experience with computer networks (i.e. Microsoft NT).

REPORTS TO:

- Building Principal.

JOB GOAL:

- To assure a smooth and efficient operation of the school office, so that its maximum positive impact on the education of children can be realized.
- To promote the well-being of each student and staff member.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include, but are not limited to ,the following:

- Assure a smooth and efficient operation of the school during the absence of the Building Principal;
- Perform various receptionist, clerical, and secretarial duties in a school office, including some financial accounting;
- Render various clerical services to teachers, as other duties allow;
- Assist in maintaining and processing appropriate student and school records;
- Prepare State and District required forms, reports, correspondence, and other materials;
- Establish and maintain good working relationships;
- Make minor decisions independently, according to District policy and regulations;
- Adhere to prescribed routines;
- Perform some minor First Aid;
- Receive and handle money;

- Operate the office computer systems, including data entry and output, and remain current on administrative computer programs;
- Maintain the confidentiality of staff and student business;
- Participate in inservice training programs, as assigned;
- Maintain a safe, well-organized work space;
- Attend staff meetings, and participate in decision-making procedures regarding office functions; and
- Perform other duties, as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board policy and established procedures.

I have received a copy of this job description.

Signature

Date