

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	School Office Supervisor, Adult Education	FLSA:	Non-Exempt
Department/Site:	Adult Education	Salary Grade:	21
Reports to/Evaluated by:	Site Administrator	Salary Schedule:	Classified

SUMMARY

Performs a variety of technical and secretarial duties for a Principal/Director of a school site and/or large, multi-faceted program, coordinating and completing a variety of clerical support activities of a school office. Coordinates and performs administrative projects. Coordinates information and work flow and support activities for the site including registration, attendance, student services, and related functions, projects, and programs.

DISTINGUISHING CAREER FEATURES

The School Office Supervisor refers to positions that report to the Principal of a school site (or the equivalent). There are three levels of School Office Supervisor. At each level, the positions are designed to be senior-level, applying knowledge of general office and information flow, attendance, registration, leadership, and budget. The differences among the three levels centers around the diversity of services, number of staff receiving leadership and guidance, and special skills that may be required. In general, the Supervisor I will be assigned to an elementary school or other site having similar staffing, Supervisor II will be at an intermediate school or small high school, and Senior Supervisor at a large high school. Assignment to the specific class considers other factors as well. The School Office Supervisor for Adult Education is assigned to Supervisor II due to the nature of services, leadership, and skills required for efficient office management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs technical and complex secretarial support using independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other functional areas.
- Develops student registration processes and schedules. Coordinates and performs student registration and maintenance of up-to-date-records and master schedules. Ensures control over information and registration monies received.
- Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the administrator.
- Monitors student attendance to maximize ADA. Reviews weekly and other reports to verify and compare enrollment trends, determine correctness of information, and prepare monthly reports to the District. Prepares mandated reports used for reimbursement.
- Organizes, balances, prioritizes, performs, and may assign clerical support duties, anticipating business and academic calendars and cycles, assessing available staffing and recommending additions or adjustments.

- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff. Conducts research of business transactions, proceedings, employee and student records, and trends, etc., to compile reports for administration or agencies.
- Initiates communications for, and may participate in employment processes for selecting staff, including student and temporary workers. Orients new employees to procedures, processes, schedules, facilities, and equipment used at the Center.
- Takes notes and transcribes dictation as assigned. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Attends meetings and conferences to take notes of recollections or record proceedings.
- Receives telephone calls and visitors, interviewing callers for purpose, handling routine-to-difficult matters independently, providing information or routing calls.
- Schedules appointments and arranges meetings, including those for parents and students. Prepares schedules and informs participants, confirming dates and times.
- Initiates and/or processes a variety of requests from staff for items such as, but not limited to, requisitions, keys, and services offered by the District.
- Records, verifies, codes, and processes payroll information for paid staff, and student or temporary help. Processes contracts for outside contractors. Processes payment requests for guest speakers.
- Collects, deposits and accounts for money collected in conjunction with fund-raising and other student and school activities. Administers a revolving cash fund. Issues receipts.
- Assists with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs. Maintains approved budgets for multiple departments, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Reconciles expenditures and initiates reassignment of budgeted funds to and from various accounts, coordinating with accounting staff to assure compliance.
- Prepares, processes, and codes requisitions and claims for reimbursement. Resolve purchase order and contractual matters with vendors and other service providers.
- Trains and assigns, prioritizes work of other staff, student and temporary help.
- Initiates calls and work orders, and monitors progress of facilities, maintenance, custodial, and other requests.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used at the site, and data entry onto custom databases. Requires basic skill at facilitating problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work productively and cooperatively with diverse groups within and outside the District, and exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities: Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of District and site organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff and customers using patience and courtesy, and in a manner that reflects positively on the organization unit.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Education and Experience: The position typically requires knowledge equivalent to a high school diploma, supplemental college business courses and 4 years of progressive experience in a clerical, financial and secretarial capacity. Alternatively, an Associates Degree and two years of progressive secretarial experience would be acceptable.

Licenses and Certificates: Requires a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.