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<b>Position:</b>	School Office Supervisor, Elementary	<b>FLSA:</b>	Non-exempt
<b>Department/Site:</b>	Varies	<b>Salary Grade:</b>	19
<b>Reports to/Evaluated by:</b>	School Principal	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Under general direction, of the school Principal, performs secretarial and clerical duties for a Principal of an elementary school; and assists the Principal by performing routine administrative tasks and coordinating the workflow and clerical support activities of the school office. Functions are varied, technical and professional in nature requiring independent judgment, initiative, and considerable knowledge, skills, and abilities acquired through experience. Work is performed under general direction with considerable independence and is reviewed through results obtained.

**DISTINGUISHING CAREER FEATURES**

The Office Supervisor provides direct support to the Principal of an elementary school. Additional experience in the position plus supplemental classes in secretarial science or a related business field will qualify for advancement to Senior Office Supervisor or along the Administrative Secretarial career ladder.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates school office activities. Coordinates communications regarding school activities, events and timelines to relieve the Principal of routine administrative detail. Arranges meetings, notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed.
- Performs secretarial duties for the Principal. Composes letters, memoranda and bulletins independently within scope of authority. Schedules appointments and maintains calendar. Distributes mail.
- Assists in the preparation of the school budget. Organizes budget and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs. Maintains a variety of files.
- Collects, deposits and accounts for money collected in conjunction with fund-raising and other school activities. Issues receipts.
- Processes the certificated and classified payroll. Maintains accurate absence records and reports with respect to personnel. Assists substitute teachers and classified personnel by providing them with keys and materials. Prepares substitute personnel time sheets and releases or retains the substitute at the end of the day.
- Coordinates the school office activities acting as contact and reference source for staff, students, parents and the public.
- Provides information over the phone or in person to parents, students or school personnel as appropriate; routes calls to appropriate personnel as necessary.

- Administers first aid as necessary according to approved procedures.
- Types from rough drafts or verbal instructions a variety of materials including master schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data.
- Requisitions, receives, stores and distributes supplies and office materials. Maintains materials and equipment inventory.
- Performs research as directed by the Principal. Computes and compiles information and statistical reports.
- Reports and schedules necessary repairs to buildings and equipment.
- Participates in the registration of students and related activities as assigned.
- Provides work direction and guidance to clerical assistants and volunteers as assigned.
- Operates a variety of office machines and equipment.
- Performs other related duties and responsibilities as assigned.

## **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; activities associated with statistical record keeping, staff administration, cashiering and confidential record keeping; proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

**Abilities:** Coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school and District policies, rules and objectives. Must be familiar with and apply applicable sections of the State Education Code and Health and Safety regulations. Requires the ability to supervise staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.

**Physical Abilities:** Requires light to moderate walking and standing and lifting of lightweight materials (less than 20 pounds). Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Education and Experience:** High School diploma or equivalent required. Minimum of two (2) years of responsible and varied secretarial and clerical or office management experience, preferably in a school district required. Any equivalent combination of education, training and experience.

**Credential Requirements** May require valid Driver's License. CPR and First Aid Certification.