

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: School Office Supervisor, Educational Center**

**Salary Grade: 24**

**Salary Schedule: Classified**

**Reports to: Site Principal**

**FLSA: Non-Exempt**

### **SUMMARY:**

Under the direction of the school Principal 7-12, the School Office Supervisor, Educational Center performs complex secretarial and clerical duties, and coordinates school office activities at a 7-12 educational center.

### **DISTINGUISHING CAREER FEATURES**

The School Office Supervisor, Educational Center assists the Principal 7-12 and administrators at an Educational Center by performing administrative tasks, overseeing site secretaries and clerical staff, managing workflow, and providing support to administrative office staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The School Office Supervisor IV is the highest level of school office supervisor within Clovis Unified, designated for 7-12 educational centers. This role involves supervising clerical and specialty staff, including Clerical Assistants and Student Services Specialists, and requires advanced administrative, supervisory, and organizational skills.

#### **Essential Functions:**

- Coordinate and oversee school office activities and workflow.
- Supervise clerical office staff, including assigning duties and managing staff needs.
- Composes letters, memoranda and bulletins independently within scope of authority.
- Organizes budgets and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs.
- Perform secretarial duties for the Principal 7-12, including composing correspondence, scheduling appointments, and managing calendars.
- Manage school communications, meetings, and prepares agendas and materials, records minutes, and distributes information.
- Assist in budget preparation, monitor expenditures, and maintain fiscal records.
- Manage files, student records, and office supplies.
- Process payroll, maintain absence records, and support substitute personnel.
- Serve as a point of contact for staff, students, parents, and the public, providing information and assistance.

- Prepare various documents, including schedules, letters, reports, and statistical data.
- Participates in student registration, activities, and events as needed.
- Interprets and apply school and district policies and regulations.
- Communicate effectively with students, parents, and community members.
- Perform related duties 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. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, cashiering and confidential record keeping. Requires thorough knowledge of 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:** Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to 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.
- **Working Conditions:** Requires light to moderate walking and standing and lifting of lightweight materials (less than 20 pounds). Requires good arm, hand, and 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.
- **Education and Experience:** High School diploma or equivalent supplemented by course work in secretarial science or a related business field required. Minimum of 5 years of responsible and varied secretarial and clerical or office management experience, preferably in a school district or as Office Supervisor required.