

Vail School District Job Description

Job Title: Office Manager

Department: School/Program/District

Reports To: Principal or Director

FLSA Status: Exempt

Level: 21

Revised: 09/04/2012

SUMMARY: The Office Manager performs a wide variety of assignments from confidential to supervisory with minimal supervision on behalf of the principal or director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain databases and spreadsheets.

Generate periodic reports.

Answer phones, route calls, and take messages.

Maintain school calendars.

Schedule school events.

Request and send student records.

Coordinate, copy, and distribute periodic newsletters, flyers, and mailings.

Register students.

Support substitute teachers.

Greet and direct students and visitors to appropriate person or place.

Serve as a resource to students, staff, and public.

Communicate to employees information regarding changes to District policies, benefits, and other employment issues.

Maintain site activity calendar.

Provide clerical support to the principal.

Assist in the recruiting and screening of paraprofessionals.

Assist in scheduling paraprofessionals.

Maintain an organized and visually pleasant office.

Streamline office procedures and paper flow.

Maintain student records.

Maintain a daily teacher attendance log, and appropriate records for substitute teachers.

Assist in preparing the supply and equipment budget for the office.

Monitor and track purchase orders.

Monitor and track classified time sheets.

Order supplies.

SUPERVISORY RESPONSIBILITIES

This position will supervise other office employees.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)
- Three to five years of progressive clerical/administrative assistant experience
- At least one year of experience using word processing, database and spreadsheet applications.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel and type; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.