Martinez Unified School District
Classified Job Description
Office Manager
11 Months/Year

Definition
Under general supervision:
● Serve as an aide to a school principal;
● Assist the principal by relaying him of clerical and administrative details;
● Perform a wide variety of responsible clerical work for administrative and other school personnel;
● To assign and review the work of subordinate clerical employees, aides and volunteers; and
● Do related work as required.

Distinguishing Characteristics
Positions in this class are characterized by the relatively small amount of supervision received since many of the duties must be performed while the principal is absent from the office. The school secretary must exercise discretion and make independent decisions. Constant contact with students, parents, and teachers under varied situations is characteristic of positions in this class.

Example of Duties
● Serve as confidential secretary to the principal;
● Perform a wide variety of secretarial and clerical duties for other administrative personnel, teachers, and support staff assigned to the school;
● Screen incoming correspondence and telephone calls for the principal and answer questions or refer caller or correspondence to appropriate channels;
● Compose correspondence and other materials and arranges them in order of priority for appropriate action with relevant or reference information attached;
● Plan and schedule appropriate follow-up procedures to ensure that deadlines are acted upon and met by principal and staff;
● Compose or type from rough draft, copy, notes or oral directions, a variety of materials including letters, memoranda, reports, bulletins, agendas, student lists and tests;
● Sort and route incoming mail;
● Assume responsibility for maintaining accurate and up-to-date records for school budgetary accounts including special projects and programs;
● Compile information for reports and surveys;
● Prepare materials submitted by the staff and devises appropriate format, ensuring proper or improved grammatical structure and determining accuracy of information before producing and distributing materials;
● Provide press, television and public with information pertinent to programs, schedules and activities; Maintain student attendance records and enrollment reports;
● Prepare monthly and period attendance accounting ADA reports;
● Record for new students and forward records on transferring students;
● Post information to student records;
● Distribute and collect student information forms;
● Telephone and confer with parents on a variety of subjects including student attendance, registration, behavior and progress;
● Keep records of absent certificated and classified personnel;
● Schedule trips and assemblies;
● Maintain calendars of all meetings, school events, and use of school facilities by school or community groups;
● Take and transcribe dictation;
● May assist PTA with typing, duplication and distribution of bulletins and other materials;
● Operate typewriter, copying and duplicating machines, adding machines, and school communication equipment;
● Supervise, train and monitor the work of student workers and other clerical staff; and
● Perform necessary first aid duties, complete accident reports and contact parents of ill and injured students.

Desirable Qualifications
Knowledge of:
● Office methods, practices and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading and office equipment;
● Elements of good English usage, spelling, grammar and punctuation;
● General goals and purposes of public education; and
● Principles and practices of supervision.

Ability to:
● Perform responsible clerical work requiring independent judgment with speed and accuracy without immediate supervision;
● Assist principal in assigning and reviewing the work of other school clerical personnel, aides or volunteer helpers;
● Learn, explain and apply school and District policies, laws, rules and regulations;
● Meet the public tactfully and courteously and answer questions in person and over the telephone;
● Compose correspondence on own initiative;
● Make arithmetical calculations with speed and accuracy;
● Operate a variety of office equipment;
● Take responsibility for the compilation and organization of reports and memoranda;
● Prepare and maintain accurate and complete records and reports, some of which may be confidential in nature;
● Understand and carry out oral and written directions;
● Establish and maintain cooperative and effective working relationships with students, parents, teachers, administrative officials and others contacted in the course of work;
● Type at a net corrected speed of 45 words per minute from clear, legible copy; and
● Take dictation at a rate of 80 words per minute and transcribe it accurately.

Experience
Three years of experience in clerical work of a responsible nature, requiring frequent contact with the public, preferably in a school setting.

Education
Equivalent to the completion of the twelfth grade, supplemented by courses in office procedures.