

**STANWOOD-CAMANO SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**JOB DESCRIPTION**

**TITLE: Office Manager**

Classification: Secretary

Reports to: Building Principal

**PURPOSE STATEMENT**

The office manager assists the building principal(s) with the organization and operation of the school office. Positions in this classification are distinguished by responsibility to lead, train, and instruct secretarial personnel, to correct and specify methods, to perform skilled secretarial work and to schedule daily job responsibilities of secretarial work including special events. The successful candidate for this position must demonstrate very strong computer skills, have proficient knowledge of Skyward, WORD and EXCEL, demonstrated ability to work as a team member of an office with the ability to provide exceptional customer service, be flexible, organized, maintain confidentiality and multi-task while providing accurate data entry and records.

**ESSENTIAL FUNCTIONS**

- Provides secretarial support to the principal/building administration
- Maintains Substitute Online data and coding at the building level, accurate extra duty timesheets for employees and maintains monthly attendance records for leaves.
- Secures substitutes as required in emergency situations. Assist substitutes upon arrival.
- Organizes office work assignments to assure that the following duties are completed in an accurate and timely manner:
  - Assist the principal with all aspects of student records management, required State reports, (e.g. P210, P223, discipline, weapons, etc.), master schedule, and enrollment management
  - Process purchase order requisition online and assures that building supplies and textbooks meet building needs per principal direction
  - Greet and provide information to staff, parents, and the public in person or via phone, email or school messenger
  - Obtain, under the direction of the principal, accurate beginning of the year class counts
  - Assure that enrollment records are accurate and submits State reports as required
  - Assist building administrators with master schedule building, manage spring registration, and enter schedule changes
  - Work with office staff to register and withdraw students and transmit student records
  - Enter State test scores for transfer students and student who retake test
  - Transcribe grades promptly for all transfer students
  - Create, maintain, and oversee all student records including grades, transcripts, fines, parent correspondence, test scores, and discipline both electronically on Skyward and in paper form.
  - Mail, file and maintain all student records including transcripts
  - Receipts cash purchases, arranges deposits, and reconciles deposits with receipts including ASB accounts, purchase orders, and account reconciliation
  - Manages petty cash fund as required by district procedures
  - Manage transcript process for current students and interpret transcripts for incoming students (High School)
  - FERPA management and monitoring
  - Manage mail including preparation of communications to parents, students, and staff
  - Compile supply orders and verify for accuracy
  - Schedule parent-teacher conferences as requested

- Oversees health room and administers medication under the direction of the school nurse
- Process bus and pick-up passes
- Maintain athletic schedules and student eligibility if applicable at level
- Assist principal in scheduling required safety drills
- Website management
- Job Presence
- Performs other related duties as assigned

**OTHER FUNCTIONS**

- Maintains principal calendar if requested to do so
- Trains, supervises, and evaluates student office assistants as required
- Monitor College Bound Scholarship/Operation School Bell.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**Skills, Knowledge, and Abilities**

*Skills* are required that enable the employee to work in a positive way with the public while maintaining confidentiality. Skills in both verbal and written communication is essential for success in this position. Skills in working on computers and with a variety of office equipment.

- Knowledge of and ability to comply with State and Federal regulations on record keeping and reporting requirements
- Knowledge of and ability to utilize the WESPaC/Citrix and other designated computer programs
- Knowledge and application of safety procedures related to performance responsibilities.
- Ability to remain calm in stressful situations
- Ability to delegate workload appropriately to other staff
- Ability to be flexible, organized and manage time effectively
- Ability to maintain organized files and keep accurate records
- Ability to interact effectively with a variety of audiences including, but not limited to, students, parents, teachers, colleagues, and administrators are critical attributes for success in this position.
- Strong computer skills including proficient knowledge of Skyward, WORD and EXCEL
- Demonstrated ability to work as a tem member of an office
- Ability to provide exceptional customer service, be
- Ability to maintain confidentiality
- Ability to multi-task while providing accurate data entry and records.

**Working Environment**

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 70% sitting, 10% walking, and 20% standing. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

**Experience** Secretarial experience is required.

**Education** High school diploma or GED (General Education Degree) is required. Secretarial training is desirable.

**Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Required Testing**

**Certificates**

Valid First Aid, CPR, and AED certificates required.

**Continuing Ed./Training**

Maintain First Aid, CPR, AED certification

**Clearances**

Fingerprint/Background Clearance

**FLSA Status:**

Non Exempt

**Approved:**

**Salary Range:** PSE Schedule A for

Secretarial (Office Manager)

Classification History

Job Description Developed: 10/07

Revised: 8/15

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*