



LOWELL JOINT SCHOOL DISTRICT

SCHOOL OFFICE MANAGER- SPECIAL PROGRAMS

Classified Salary Schedule
Range 23

JOB SUMMARY:

Under general supervision of the Early Learning Coordinator and Expanded Learning Coordinator, serving as secretary and support for special programs, including onsite support during summer programs; performs a variety of clerical and secretarial functions; assists staff; and performs related duties as required.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Serves as secretary to Coordinators and provides the secretarial/clerical work of special programs.
- Receives visitors, answers the telephone and responds accordingly; explains policies, rules, laws, and regulations to students, staff, and parents.
- Makes appointments, o r g a n i z e s group meetings and transmits confidential information. Composes and types reports, letters, memorandums, schedules and other materials.
- Establishes and maintains confidential and complex files (i.e. guidance, cumulative records, correspondence, etc.).
- Maintains records of supplies, materials, repairs, etc.
- Provides information regarding program matters in person, through email, and by telephone.
- Administers first aid and contacts appropriate emergency assistance as necessary and administers medication according to physician's instructions, district training, and in accordance with the Education Code when on site.
- Enrolls and unenrolls students from special programs.
- Maintains schedule(s) for use of school facilities; and extracurricular activities.
- Receives, sorts, and routes mail.
- Maintains student records as needed.
- Maintains classified and certificated attendance records.
- Supervises student help.
- Compiles attendance data.
- Supports the completion and filing of necessary reports for state and federal programs.
- Implements direction of Coordinators for child safety and security.
- Oversees the registration, enrollment, and eligibility process for Early Learning and Expanded Learning programs including ensuring participants have met required state and federal regulations.
- Maintains current and accurate records of children enrolled in the program(s) including immunizations, income (if applicable), emergency and medical records and other information.
- Maintains student records in computer tracking systems (e.g. attendance and tuition contracts, tuition payments, late notices, county/state data, etc.) for the purpose of accurate record keeping to ensure compliance with regulatory mandates and district practices or policies.
- Responds to a variety of inquiries from parents and staff (for example, enrollment status, messages, correspondences) for the purpose of providing information to ensure inquiries are addressed or directed appropriately.
- Prepares and maintains n variety of records and reports related to department and reporting requirements.
- Assists Coordinators with state and federal reporting requirements.
- Assists in organizing trainings, meetings, and parent workshops by scheduling locations and ensuring materials and documents are available.
- Refers families to available community resources.
- Organizes staffing, coverage, and absence reporting and substitutes.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Office administration of practices and procedures, including filing systems, telephone techniques and etiquette.
- First aid practices and health and safety regulations.
- Record keeping and methods of collecting and organizing data and information.
- Principles of business letter and report writing including correct English usage, grammar, spelling, and proofreading.
- Oral and written communication skills and interpersonal skills using tact, patience and courtesy.
- General knowledge of modern office equipment and computer programs.
- Bilingual in such languages as Spanish/Korean are preferred.

Ability to:

- Pass a typing test at 50 words per minute.
- Operate standard office machines including a computer using presentation, word processing, spreadsheet, and database software applications.
- Compose correspondence accurately and independently.
- Understand, interpret, explain, and apply federal, state, and local laws as well as school and District policies and procedures.
- Communicates clearly and effectively, both orally and in writing, with administrators, employees, parents and the public.
- Administer basic first aid to ill or injured students.
- Maintain confidentiality.
- Work independently with minimal supervision, meeting schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.

Education/Training/Experience:

- High school diploma or its equivalent supplemented by course work in clerical and secretarial practices; minimum of two years clerical and secretarial experience involving meeting the public. Computer experience required including use of word processing, spreadsheet, and database management programs. Ability to type 50 words per minute required.
- Possession of a valid Red Cross First Aid Certificate preferred.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Ability to sit for extended periods of time. Walking, standing, bending, and reaching at below and above shoulder level. Lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone. The ability to learn and administer first aid is required at the school site.

Mental Demands:

Employees must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students, and parents.

Work Environment:

While performing the duties of this position, employees are subject to constant interruptions and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees work under typical office conditions and the noise level is usually quiet or moderately quiet, however, a school site office may be somewhat louder. Possible exposure to blood-borne pathogens, body fluids and communicable disease.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 Months: 5 days per week, 8 hours per day

Board Approved: May 2, 2022