



## CONCHO SCHOOL DISTRICT #6

### JOB DESCRIPTION

Job Title: **OFFICE MANAGER**

**FLSA: Non Exempt**

**TITLE:** Office Manager

#### **QUALIFICATIONS:**

- High School diploma or equivalent.
- Two years of secretarial or clerical experience required
- PowerSchool School Information System experience, preferred
- Ability to type at least 50 words per minute accurately and to operate computer programs effectively.
- Ability to handle a heavy and diversified workload and to provide supervision to other office personnel.
- Personal hygiene maintenance.
- Ability to develop and maintain effective relationships with students, teachers, parents, and other staff members and to be a positive liaison between the community and school.

**REPORTS TO:** Administrator

**JOB GOAL:** To assure the smooth and efficient operation of the school office so that the office may provide a positive impact on the education of children.

#### **PERFORMANCE RESPONSIBILITIES:**

- Performs a variety of moderate to complex secretarial duties.
- Performs a variety of secretarial tasks such as correspondence, reports, appointments, notices, messages, etc.
- Greets visitors, answers telephone, responds to questions, or refers questions to appropriate personnel.
- Maintains a calendar of school activities and other school related events.
- Establishes and maintains a variety of office files and records.
- Serves as registrar by entering new students, keeping records of all students, and checking out students if they leave the school.
- Maintains all attendance rosters, registers and attendance records.
- Student Information System Coordinator – reconcile Student Data Management System with ADE throughout the year.
- Oversee and/or maintain Health Office / Sick Room addressing student needs throughout the day including distribution of prescription medication.
- Orders and maintains office supplies by use of requisitions.
- Receives and maintains lunch program applications and determines student lunch status, if the school is no longer on the Community Eligibility Program.
- Performs other related duties as required.

**TERMS OF EMPLOYMENT:** Number of days – 180 student days + 40 non-student days = 220 days  
Employee benefits in accordance with district policies.

**EVALUATION:** Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

**CLASSIFICATION:** Classified Staff

Revised: May 2010