

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.22

MIDDLE/HIGH SCHOOL OFFICE MANAGER (Job Description)

Qualifications: (1) Must have graduated from high school; (2) Must have successfully completed a vocational or college course with emphasis on office practice and procedure. Direct appropriate school secretarial experience may be substituted for advanced training. (Such experience must be extensive); (3) Must be a skilled typist; (4) Must possess expert communication skills, both written and oral; (5) Must be capable of effectively operating a word processor, copier, including initial maintenance requirements, and a calculator; (6) Must have strong knowledge of basic bookkeeping and recordkeeping; (7) Must be able to use a telephone effectively; (8) Must have taken or be enrolled in a first aid course; (9) Must be able to effectively supervise student activities; (10) Must possess good public relations skills; (11) Must be able to maintain confidentiality on student, personnel and legal matters; (12) Must be flexible and able to cope with and adjust to changing job requirements and jobs; (13) Must be able to effectively set priorities in order to complete required work; (14) Must be able to meet deadlines and new requirements; (15) Must be able to deal with a wide variety of people and situations; and, (16) Must meet any additional qualifications set by the district.

Tests may be administered to determine the extent to which an applicant meets some of the above qualifications.

Chain of Supervision: Reports directly to the Middle/High School Principal.

Duties and Responsibilities: The Middle/High School Office manager shall have a multitude of responsibilities relating to the operation of the middle/high school office. His/her duties shall involve recordkeeping, financial accounting, assisting in the administering of student health and first aid programs and dealing with a wide variety of people and situations. He/she must communicate effectively, use good public relations skills, adapt to changing situations and meet deadlines and new requirements.

A. Daily Responsibilities – The Middle/High School Office Manager shall:

1. Keep the office open.
2. Answer telephones, deliver messages through voicemail and written communication and handle requests.
3. Greet visitors and parents and handle their requests.
4. Maintain a log of calls from parents/guardians regarding absences and tardies.
5. Write “passes,” “tardies” and “permits to leave,” notices as appropriate.
6. Keep a daily record of period absences. Keep the attendance register up to date.
7. Check in substitute teachers – give them forms, keys, lesson plans, etc.
8. Read intercom announcements when a student is not assigned or available.
9. Type the daily bulletin. Distribute to staff through e-mail or paper copy.

10. Sort mail when it comes in.
11. Deposit lunch money. Enter deposit information into the computer.
12. Setup the computer for lunch input. Check in students and staff at both lunch periods.

B. Weekly Responsibilities - The Middle/High School Office Manager shall:

1. Type and distribute the weekly bulletin.
2. Prepare athletic programs.
3. Type and file accident reports.

C. Monthly Responsibilities – The Middle/High School Office Manager shall:

1. Prepare the monthly calendar(s) and send to the local newspaper.
2. Help with the preparation and distribution of Progress Reports and Report Cards.

D. Annual Responsibilities – The Middle/High School Office Manager shall:

1. Complete end of year reports.
2. Deposit all monies.
3. Complete requisitions including general supplies for next year.

D. Other Responsibilities – The Middle/High School Office Manager shall:

1. Get supplies for staff as appropriate.
2. Type letters, reports, forms, etc. as required by the Middle/High School Principal.
3. Assist sick or injured students and give out medicine/aspirin as needed in accordance with state law and Board policy.
4. Supervise students sent to the office for disciplinary reasons.
5. Collect money for fees, fines, games, etc.
6. Have change available to supply cashboxes.
7. Perform any and all other duties prescribed by the Middle/High School Principal, District Administrator or Board.

Evaluation: The Middle/High School Principal shall complete a written evaluation on an annual basis.

Terms of Employment: The Middle/High School Office Manager shall be employed for the contractual school year with contract provisions to conform with the negotiated agreement between the Board and the Iola-Scandinavia Auxiliary Association (I-SAA).

He/she shall be on duty during normal office hours (7:00 A.M. to 3:30 P.M.).

CROSS REF: I-SAA Contract

APPROVED: May 14, 2001

REVISED: 06/08/2009