

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.23

ELEMENTARY 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, such as supervising the playground and the loading of buses; (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; (16) Must be able to work with two or more administrators; (17) Must have satisfactory formal training in all aspects of the required duties. Actual experience in handling the specific duties of the job description may be substituted for formal training requirements or education if it can be verified as comparable and satisfactory; and, (18) 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 Elementary School Principal/Director of Instruction.

Duties and Responsibilities: The Elementary Office Manager shall have a multitude of responsibilities relating to the operation of the elementary school office and some district-wide responsibilities. 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 Elementary School Office Manager shall:

1. Assist in supervision of students.
2. When in the office, serve as receptionist. He/she shall answer the telephone, answer questions, handle visitors and parents/guardians, etc.
3. Type the daily bulletin.
4. Set up an accurate lunch count procedure.

5. Make announcements over the public address system as required.
 6. Handle student emergencies – accidents, first aid requirements, give medicine in accordance with state law and Board policy, clean and dress minor wounds, take temperatures and notify parents/guardians of injuries and illnesses.
 7. Perform minor maintenance on copiers as required.
 8. Maintain student attendance records.
 9. Type required communications and letters.
 10. Distribute various forms as needed (substitute teacher pay forms, employee absence forms, field trip requests, etc.).
 11. Maintain student immunization records and file required reports.
- B. Weekly Responsibilities – The Elementary School Office Manager shall:
1. Collect and account for lunch funds.
 2. Keep student records current.
 3. Keep parent directory current.
- C. Monthly/Quarterly/Semester Responsibilities – The Elementary School Office Manager shall:
1. Type and assemble district newsletter.
 2. Provide quarterly attendance reports for teachers.
 3. Schedule parent-teacher conferences.
- D. Other Responsibilities – The Elementary School Office Manager shall:
1. Arrange with teachers to gather student make-up work as needed.
 2. Assist with year-end reports, requisitions, etc.
 3. Type student handbook annually.
 4. Type staff handbook annually.
 5. Collect and file an emergency card for each student.
 6. Coordinate the fluoride program.
 7. Collect workbook fees, fines, insurance fees or waivers as required.
 8. Assist with overflow work from the District Administrator or the Business Manager.
 9. Perform public relations duties such as publishing memos, bulletins, news releases and newsletters.
 10. Maintain an accurate school census.
 11. Perform any and all other duties prescribed by the Elementary School Principal/Director of Instruction, District Administrator or Board.

Evaluation: The Elementary School Principal/Director of Instruction shall complete a written evaluation on an annual basis. He/she shall receive input from staff members who have had work performed by the person filling this position.

Terms of Employment: The Elementary 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 (7:15 A.M. to 3:45 P.M.).

CROSS REF: I-SAA Contract

APPROVED: May 14, 2001

REVISED: 06/08/2009