



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Office Manager Support Services (Assessment & Research)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS43H**
 Prepared/Revised Date: **August 1, 2023** Job Code: **50601**

SUMMARY: Responsible for the efficient management of administrative duties for the Chief Institutional Effectiveness Officer (CIEO) and the Assessment, Research, Evaluation & Accountability (AREA) Department. Provides support with department planning and communication and completes financial, human resources, and payroll related tasks. Assists with administrative matters, often handling sensitive and confidential information and/or materials. Supports the effective delivery of system-wide assessment programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative and clerical support to the Chief Institutional Effectiveness Officer and three additional AREA administrators. Maintain calendars, coordinate appointments, meetings, and trainings. Make travel arrangements as necessary.	D	15%
2. Prepare Board of Education (BOE) agenda items and corresponding documentation. Organize, track, and monitor Smart Sheet, Cabinet minutes, and BOE questions for the CIEO, AREA, Professional Learning, Curriculum & Instruction, and Career & Innovation department directors.	D	15%
3. Serve as the central point of contact for department staff, district staff, and community members. Answer telephone, route calls, direct and provide information, and maintain webpages and departmental publications. Order supplies as needed.	D	5%
4. Attend work and arrive in a timely manner.	D	1%
5. Assist in preparation and coordination of annual state testing processes, such as ACCESS, CMAS, P/SAT, CoAlt/DLM. (e.g., required training and documentation, scheduling, distribution and collection of testing materials).	W	15%
6. Provide budget planning information and assist in creating department budget. Prepare, reconcile, and monitor department operating and PASE accounts. Submit renewals for annual vendor contracts. Reconcile purchasing card expenses.	W	12%
7. Serve as secretary to the District Accountability Committee (DAC) and Student Advisory Council (StAC). Take and transcribe meeting minutes, manage membership, email distribution lists, and serve as liaison.	W	10%
8. Maintain user account access in external assessment management platforms and PSD systems. Monitors and updates student registration for state testing.	W	8%
9. Prepare, compile, and complete human resources and payroll related paperwork, such as employee reports, one-time-pays, and leave time. Track staffing rosters and FTE allocations. Coordinate and assist with the hiring and training process. Maintain a database of personnel data and files.	W	5%
10. Compile and organize state and district assessment data. Assist in preparing and distributing reports.	Q	10%
11. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- More than three years of experience in clerical, secretarial or bookkeeping experience required. Office management experience preferred.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proficient oral and written communication skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem-solving skills
- Project management, organizational, and office management skills
- Ability to work independently with minimal supervision
- Ability to work as a part of a team and within team structures to meet deadlines, while ensuring accuracy and completeness of tasks
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X



VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	