



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Office Manager Support Services (Integrated Services)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS40H**
 Prepared/Revised Date: **February 14, 2020** Job Code: **50601**

SUMMARY: Responsible for the efficient management of administrative duties for the Integrated Services Director and staff. Maintain Director's calendar; initiate, compose and edit correspondence, respond to departmental inquiries. Assist Director with administrative matters, project management, and event coordination often handling sensitive and confidential information and/or material.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job 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 for the Integrated Services Department Director, administrators, and staff, including but not limited to initiating, composing, typing and editing department correspondence and memos; creating annual newsletters using various software; transcribing voice files; creating, processing and updating forms including editing Professional Development forms; assisting the Director with tasks, projects and presentations; recording and transcribing meeting minutes and maintaining the Director's calendar and files. Create Board of Education (BOE) Agenda items through NOVUS.	D	30%
2. Manage sensitive and confidential information regarding students, parents and staff. Manage sensitive and confidential legal information and communications with attorneys.	D	10%
3. Serve as a point of contact, resource, and liaison for the Director of Integrated Service's office to handle calls, take messages, greet visitors, answer questions, problem solve and provide information to parents, community members and staff regarding district programs.	D	10%
4. Research, compile, and organize large amounts of complex data and prepare reports for the Director, Board of Education (BOE), Colorado Department of Education (CDE) and federal agencies. Maintain databases on a variety of information including the Integrated Services Procedural Manual, Document Library, Classified Learning Plan assignments, and staffing rosters.	D	10%
5. Enter Absence Reports in SmartFind and print reports as needed. Process Individual Transportation Plan (ITP) forms. Organize, process and file SSP Lane Change Credit applications and documents. Organize and send student documents to the Records department for storage as needed. Manage compliance of annual Crisis Prevention Institute certifications for certified and classified staff.	D	10%
6. Attend work and arrive in a timely manner.	D	1%
7. Schedule district level meetings, including scheduling sites, inviting participants, assembling meeting documents, arranging for food and composing meeting notes.	W	2%
8. Coordinate and prepare materials for special events such as annual hiring fairs, new staff orientations, and professional development classes; coordinate dinner, materials and setup for annual Mary Hull Awards Banquet.	M	5%
9. Manage student registration forms and process mailings to families of Extended School Year (ESY) students. Create ESY classes and register ESY students and staff in Synergy. Create ESY progress report forms in class groups on SharePoint for teacher use.	M	5%



10. Assist with monitoring department staff workload and help maintain department climate and culture.	M	2%
11. Serve on various employee teams and attend all appropriate departmental and district-wide meetings.	M	2%
12. Make travel arrangements, process restricted checks, and process purchase orders as necessary during teammates' off-contract periods. Maintain and order supplies as needed.	M	1%
13. Serve as registrar for the following transition programs: Cooper Home, Community Connections and Project Search; register students for specific classes, record grades and graduation status, and deactivate students each semester using Synergy program.	Q	5%
14. Prepare information, documents and materials for committees and meetings, and use mail merge to create documents and envelopes for large annual mailing projects. Maintain all department email lists.	Q	1%
15. Monitor and update information regarding School of Choice as it pertains to special education students and staffing processes.	A	5%
16. Perform other duties as assigned.	Ongoing	1%
	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 and up to and including five years of experience in clerical or administrative support required. Office management experience preferred.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- 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 diffuse and manage volatile and stressful situations
- 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, Superintendent policies, 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		
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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
Depth perception	X
Ability to adjust focus	X

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