



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **School Office Manager (Early Childhood)** FLSA Status: **Non-Exempt**
 Job Family: **School Clerical** Pay Range: **SC30H**
 Prepared/Revised Date: **June 20, 2016** Job Code: **50910**

SUMMARY: Responsible for the smooth and efficient management of the administrative office and for providing administrative assistance to principals, administrators, office, school staff, and students in PSD's Early Childhood Program. Guide and supervise the work of support staff.

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. Perform financial duties, including reconciling and monitoring budgets, grants, and PSA accounts; assist with grant budgeting and compliance and manage the Office of Head Start grant application portal. Maintain petty cash; research, create, run, and maintain financial and other reports using the program cost allocation plan; monitor and maintain compensation plans; reconcile phone and cell phone bills; order and inventory office supplies, equipment, and textbooks; process purchase orders, warehouse orders, restricted checks, fund transfers, and travel and mileage reimbursements; monitor purchasing cards; and submit job orders involving multiple sites and administrators; prepare Employee Reports and other payroll/finance documents.	D	20%
2. Receive calls, greet visitors, and answer inquiries. Direct calls and visitors to the appropriate person as necessary.	D	10%
3. Compose, type, track, and/or submit correspondence, handbooks, newsletters, employee evaluations, and reports. Enter, manage, and track program and staff data for grants preparation and submission, and to produce appropriate reports for Federal and State agencies, including the Program Information Report (PIR) for the Office of Head Start (OHS) and the Colorado Department of Human Services (CDHS). Manage the Colorado Department of Human Services (CDHS) childcare licenses for all school sites, including application and continuance paperwork. Collaborate with CDHS, Colorado Department of Public Health and Environment (CDPHE), and PSD administrators and staff on ongoing inspection visits for regulations compliance.	D	10%
4. Report and monitor employee absences through absence system. Arrange for, monitor, and sign time cards for substitutes.	D	10%
5. May supervise support staff, including training, assigning and guiding work, assisting with interviewing, and contributing to evaluations. May train and supervise student workers.	D	10%
6. Schedule appointments and meetings for ECE administrators; make travel arrangements as necessary for administrators and ECE staff members. Prepare for program governance, including advertising, translations, meeting set-up, and ordering food.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Provide first aid and administer student medications, adhering to District and state procedures, as needed.	W	5%



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%
9. Maintain building rental calendar, telephone system, and building telephone tree. Enter work orders for Fullana and all Early Childhood classrooms.	W	5%
10. Serve on and attend various employee teams and attend all faculty meetings.	W	5%
11. Process field trip requests.	M	5%
12. Arrange professional development for classified staff.	M	3%
13. Assist in the organization of assessment testing (ECE assessment instrument is TS GOLD) and fire drills. Manage the Fullana building site and schedule and run emergency drills in collaboration with PSD and community partners.	A	5%
14. Track schedules across sites; produce and update documentation of sites staffing and schedules. Communicate and coordinate with school sites and administrators on staff changes, vacancies and job postings.	A	3%
15. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Specialized training beyond high school preferred
- Five years of progressive related experience, including experience supervising support staff
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Successful completion of First Aid and CPR, and Administering Medication in a School Setting (if not currently certified, successful completion must be done at earliest convenience after hire)
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bookkeeping and accounting skills
- Strong personal computer and keyboarding skills
- Supervisory skills
- Attention to detail and accuracy skills
- Organizational, problem-solving, and collaboration skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to learn and operate District computer systems
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- 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, peripherals, and media equipment
- Operating knowledge of and experience with office software
- 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:	School Secretary	1-3
	School Office Assistant	1-3
	Student Workers	1-3
	Bookkeeper, Registrar, Attendance Clerk, Health Clerk	4

- Responsible for training employees; planning, assigning, and directing work and assisting with interviewing, hiring, and appraising performance.

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 feel				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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

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