



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **School Office Manager (High School)**
Job Family: **School Clerical**
Prepared/Revised Date: **April 1, 2018**

FLSA Status: **Non-Exempt**
Pay Range: **SC30H**
Job Code: **50910**

SUMMARY: Responsible for the smooth and efficient management of the school administrative office and for providing administrative assistance to the principal, administrators, office, school staff, and students at an assigned high school. May 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. Manage principal's calendar, including coordinating and assisting with meetings, observations, activities, functions, and events, including, but not limited to coordinating dates, appointments, refreshments, creating and printing programs, flyers, agendas, minutes, etc. Prepare information, documents and materials for departmental, budget or evaluation meetings. Make travel arrangements as necessary.	D	30%
2. Perform financial duties, including reconciling and monitoring school-wide budgets, grants, and PSA accounts; research, create, run, and maintain financial and other reports; monitor and maintain building compensation plans; order and inventory office supplies, equipment, and textbooks; submit job orders; prepare Employee Reports and other payroll/finance documents.	D	20%
3. Provide and coordinate all clerical support activities for principal, administrators and school staff by answering phones; preparing, designing, composing, typing, and/or formatting correspondence, documents, newsletters, handbooks, reports, evaluations and programs, arrange for printing and distribution as appropriate.	D	15%
4. May supervise support staff, including training, assigning and guiding work, assisting with interviewing, and contributing to evaluations.	D	10%
5. May report and monitor employee absences through absence system. Arrange for, monitor, and sign time cards for substitutes.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Maintain building rental calendar, telephone system, and building telephone tree.	W	3%
8. Serve on and attend various employee teams and attend all faculty meetings. Prepare agendas and meeting minutes. Participate as a member of the building Crisis Team.	M	5%
9. Arrange professional development for classified staff.	M	5%
10. Assist in the organization of assessment testing and safety drills.	Q	3%
11. Assist with production of master school schedule.	A	2%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Specialized training beyond high school preferred

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- Five year 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
- 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 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 Technician	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	
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)	



VISION DEMANDS:	Required
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

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