

**LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**SCHOOL OFFICE MANAGER**

**Definition**

Under supervision of Site Administrator, performs a wide variety of responsible general clerical and secretarial work, and relieving the principal of detail; provides direction and assistance to office staff, parents, teachers, students and visitors.

**Typical Tasks**

- Acts as secretary and assistant to the Principal.
- Answers telephone calls taking and relaying messages, working with the public to explain policies, procedures and regulations.
- Makes arrangements for meetings and conferences.
- Maintains staff attendance records for payroll.
- Is responsible for confidential reports pertaining to school matters, including free and reduced meal applications.
- Completes forms, composes and types correspondence, memos and reports as required.
- Is responsible for enrolling students and obtaining school records.
- Operates computer related to student data, word processing and spread sheet programs.
- Is responsible for general accounting duties related to purchase requisitions, warehouse ordering, and budget management.
- Administers First Aid and physician's prescribed medications in the absence of school Health Technician or Nurse.
- Responsible for student attendance accounting and staff time cards.
- Performs related duties as assigned.

**Minimum Qualifications**

Education: Completion of high school or General Education Diploma (GED).

Experience: Three or more years of secretarial experience required in an office setting.  
Previous school site experience required.

Knowledge of: Office procedures, typing, filing, record keeping, phone etiquette, including operation of basic office machines; personal computer applications; formal business writing applications; proper English and communication skills; and first aid techniques.

Ability to: Manage school office in an efficient manner; prioritizing workload. Type at the rate of 50 wpm; deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, firmness and a calm disposition in a hectic environment.

Certificate Required: Must secure First Aid Certificate and CPR Certificate within six months of employment.

Salary Range: 28

Work Schedule: 5 (effective 98-99)