

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: Office Manager	WORK YEAR: 211 Work Days
RESPONSIBLE TO: Superintendent	RANGE: 6

GENERAL DESCRIPTION:

Under general supervision of the Superintendent, the Office Manager performs a variety of duties, including student, parent, and staff relations, health technician duties, and student enrollment and attendance data. This position requires fingerprint clearance, CPR and First Aid, and TB testing.

ESSENTIAL DUTIES – OFFICE MANAGER

- Act as primary office receptionist
- Answer phones – receive, record, and refer accurate and complete messages to designated recipients
- Maintain operational files and records; special student programs, staff absences, rainy day lunch and Enrichment coverage, and testing programs using both print and computer/electronic records
- Maintain Teacher Substitute online system (AESOP) by verifying job acceptance to ensure position has been filled, acquire Substitutes when system has failed, log-in and direct Subs to classrooms
- Screen and route mail
- Operate standard office equipment, including copiers and computers
- Provide accurate and timely information to the public either in person, voice mail, print and telephone
- Answer routine correspondence not requiring Administrative attention
- Copy, distribute, track, and record student forms, such as Code of Conduct, Acceptable Use Policy, Emergency Cards, and Parent Annual Notices
- Monitor student and/or adult volunteers
- Take a predominant role in the tasks necessary to open and close the school year; preparation, copying, and distribution of the parent packet at the beginning of the year and teacher check-out, including collection from parents for lost and damaged items
- Assist with writing, printing and distribution of weekly school bulletin
- Maintain postage meter
- Process and compile school survey data
- Maintain student award files, both in print and on Schoolwise
- Set up portrait days
- Maintain master calendar of events and facilities use
- Maintain Title One student roster
- Perform additional related tasks assigned by the Administration

ESSENTIAL DUTIES – REGISTRAR/ATTENDANCE

- Enrollment of students, including tracking required forms in CUM folder
- Manage all student data in computerized database, including; student demographics, class scheduling, emergency contact information, student transfers, class changes, health concerns, grade/retention status, English language fluency, Title One status, Migrant status, etc. in student information system (SIS) database (Schoolwise)
- Receive, process, verify, and record all student attendance on a daily basis
- Monitor and report Kindergarten and Seventh grade immunization information

- Monitor and maintain all independent and home-study contracts
- Compile monthly enrollment reports by class for grades TK-6 and by period for grades 7-8 for Business Manager
- Compile and print other attendance reports, as needed, for staff
- Compile and send quarterly Medi-Cal files to appropriate entities
- Communicate with parents by telephone, writing, or in person regarding attendance issues, including; first notification of truancy, habitual truancy, subsequent notices, and monthly attendance verification
- Maintain communication with staff and parents using One-Call email and voice messages, Facebook media, and assist in maintaining website
- Inform Administration of truant students
- Compile information for SARB hearings
- Monitor student tardiness
- Distribute daily and weekly attendance verification to Teachers and track receipt of signed verification reports
- Print and distribute student mailing labels and other reports, as needed
- Input and provide a detailed spreadsheet of student suspensions to Administration
- Monitor and maintain Special Education Information System (SEIS) data
- Assist Teachers with issues relating to student Grades or Marks

ESSENTIAL DUTIES – HEALTH TECHNICIAN

- Maintain student health and immunization records
- Maintain record of daily student health-related office visits
- Communicate with parents regarding health concerns and related exclusions from school
- Student health related duties include; response to first aid, health, illness, and emergency first aid to students and staff
- Assist students in dispensing medication according to prescription schedules and District policy

EMPLOYMENT STANDARDS:

- **Training and Experience:** One year experience in school setting. Knowledge of office equipment and software and computerized database software, as well as safe work practices.
- **Abilities:** Ability to: exercise good judgement, use discretion, maintain confidentiality of students, parents and staff, and provide excellent public relations.
- **Physical Effort/Working Environment:** Indoor work environment during all seasons.
- **Education:** Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board approved: June 23, 2016