

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: EARLY LEARNING CENTER OFFICE MANAGER

JOB SUMMARY: The Early Learning Center Office Manager is responsible for assisting the principal and managing the office workflow; directing office staff; responding to inquiries from students, staff, and public; registering/withdrawing students; preparing and distributing documents; maintaining records and files; managing school budget.

ESSENTIAL JOB FUNCTIONS:

Responds to inquiries from district staff, students, parents, and the public to provide information, student registration, and/or refer to appropriate parties.

Manages the office staff; delegates workload, oversees general office operations and trains staff, as necessary.

Prepares and distributes documents (e.g. correspondence, forms, newsletters, reports, staff evaluations, purchase orders, student attendance/registration/withdraws, etc.) to provide information to district staff, students, parents, and the public.

Compiles data and other district related information for preparing various school reports and documents (e.g. newsletter, correspondence, forms, etc.).

Composes correspondence (e.g. memos, newsletters, bulletins, etc.) to provide information to district administration, staff, and parents.

Inputs student, school, and district data into computer system to maintain current and accurate information for access by others.

Orders and maintains office/school supply inventory (e.g. basic supplies, textbooks, etc.) and distributes to staff, as needed.

Processes documents (e.g. payroll, ASB, fund receipts/deposits, invoices, purchase orders, student attendance/registration/withdrawal, etc.) to meet district, state, and federal requirements.

Maintains files (student records, payroll, ASB, etc.) to provide current and timely information.

Assists building director with daily operations (e.g. securing substitutes, building emergencies, student discipline, attendance, overseeing students in the office, enrollment, etc.) to ensure a safe and welcoming environment for students, staff, parents, and the public.

Serves as liaison between the family and District for McKinney Vento Services.

Manages school budget, including expenditures, ASB, payroll, purchase orders, inventory, fund deposits/receipts, etc.

Sorts and distributes mail.

Assists in health room, as required.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Three years secretarial experience in a school setting and one year of office management experience, preferred.
- First Aid/CPR or ability to obtain.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling, and English in both oral and written communications
- read and interpret specific rules, laws, and agreements, and apply them with good judgment
- handle confidential matters and information in a professional manner
- perform basic arithmetic calculations

Knowledge of:

- word processing, spreadsheet and database software
- general clerical procedures
- operation of standard office equipment, including a computer
- district, state, and federal policies and procedures
- basic budgeting, financial and statistical record keeping

Ability to:

- handle confidential matters and information in a professional manner
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with public and district staff
- establish and maintain positive, productive, and cooperative working relationship with all district staff to enhance the completion of assigned tasks
- manage others
- communicate effectively with staff, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills.
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must demonstrate a sincere interest in representing the school and the District in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.
- Must be able to sit, stand, squat, bend and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.

REPORTING RELATIONSHIP: Reports to the Building Administrator