

**FRANKLIN PIERCE SCHOOLS**  
**JOB DESCRIPTION**

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**POSITION TITLE: COLLEGE AND CAREER READINESS OFFICE MANAGER**

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**JOB SUMMARY:** The College and Career Readiness Office Manager is responsible for managing the college and career education office; preparing, generating, and processing a variety of documents and reports; maintaining confidential files; maintaining director's calendar; monitoring department budgets; coordinating special projects; attending department meetings; responding to inquiries from district staff, students, parents, and public.

**ESSENTIAL JOB FUNCTIONS:**

Manages the College and Career Readiness office, including organizing and prioritizing work, to ensure smooth operations and optimal customer service.

Prepares documents and reports (e.g. purchase orders, budget, minutes, College and Career Readiness FTE's, grants, personnel information, state reports, revolving accounts, contracts, invoices, correspondence, etc.) to provide information to district staff and the public.

Processes various documents (e.g. invoices, purchase orders, contracts, timesheets, travel, etc.) to ensure data is accurate and to respond to other departments.

Composes correspondence for the Director of College and Career Readiness.

Inputs data into computer (e.g., College and Career FTE's, grants, purchases, etc.) to provide accurate information.

Assists Director with daily operations (e.g. provide guidance to staff on various issues in absence of Director, respond to budget inquiries, etc.).

Maintains Director's calendar (e.g. appointments, conferences, meetings, travel, etc.).

Monitors grants and all department budgets and expenditures to track funds and ensure compliance with district, state and federal guidelines.

Maintains department files (e.g. College and Career advisory council, student data, certifications, etc.) to provide accurate and available information; maintains confidentiality of files.

Coordinates special projects, as directed.

Attends meetings, including College and Career Readiness Advisory Council and department head meetings, to share and/or gather information.

Responds to inquiries from district staff, students, parents, and the public to provide information, direction, and/or clarification.

**ESSENTIAL JOB FUNCTIONS, Continued**

Reviews incoming mail for Director and takes action as appropriate.

Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent, required.
- Three years secretarial experience in a school setting, preferred.
- Background in College and Career education desirable.

**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 and financial record keeping

Ability to

- sit for extended periods of time
- handle confidential matters and information in a professional manner
- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with students, parents, district staff, and the public
- establish cooperative working relationships with students, parents, district staff and the public to enhance the completion of assigned tasks
- 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

**REPORTING RELATIONSHIP:** Reports to the Director, College and Career Readiness

*October 2016*

*April 2000*

*December 2008*

*December 2017*