

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: TEACHING & LEARNING OFFICE MANAGER –

JOB SUMMARY: The Teaching & Learning Office Manager is responsible for assisting the staff in Teaching and Learning; managing the office workflow; responding to inquiries from students, staff and public; preparing and distributing documents; maintaining records and files; ordering textbooks and supplies; setting up for inservice workshops; managing service contracts; and managing the department budget.

ESSENTIAL JOB FUNCTIONS:

Provides secretarial support to the Teaching and Learning department and oversees general office operations.

Responds to district staff, parents, and the public to provide information and/or refer to appropriate parties with quality customer service.

Compiles data and other district related information for preparing various reports and documents.

Manages limited functions of department budget, including expenditures, payroll, purchase orders, inventory, service contracts, etc.

Orders appropriate materials, i.e. textbooks and materials for schools; distributes as needed; and maintains appropriate records/inventory.

Manages planning, correspondence, and other logistics for staff in-service and public events.

Makes arrangements for workshops and conferences, including registration , travel, and sub coverage; monitors inservice workshop sign-in, prepares attendance sheets, clock hours verifications, workshop handouts, payment authorization, etc.

Inputs, revises, and proofreads documents such as, correspondence, labels, reports, lists and budget and ordering information. Disseminates information through a variety of outreach tools.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, required.
- Three years office experience in a school or office setting, preferred.

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
- perform basic arithmetic calculations

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES, *Continued*

Knowledge of

- word processing, spreadsheet, database, graphing, and publication software
- general clerical procedures
- district policies and procedures
- budgeting, financial and statistical record keeping

Ability to:

- read and interpret specific rules, laws, and agreements, and apply them with good judgment 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 cooperative working relationships with district staff to enhance the completion of assigned tasks
- communicate effectively with all district 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 and willing to upgrade skills as requested and required.
- 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 District in a positive and professional manner, both in person and by phone.

REPORTING RELATIONSHIP: Reports to the Executive Director of Teaching & Learning

October 2014