

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

OFFICE MANAGER

JOB SUMMARY: Under the supervision of the building administrator, provide confidential secretarial services to ensure the efficient operation of the school and to enhance the effectiveness of the district's programs. Assume responsibility for the coordination and management of the building office staff and services. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Provide secretarial services to the building administrator(s).
- Prepare correspondence, memoranda, bulletins, student and staff handbooks, parent newsletters, data tabulations and required forms efficiently and accurately.
- Provide secretarial services for other staff as directed by the building administrator.
- Schedule appointments and maintain building administrator's calendar
- Provide information and receptionist services.
- Answer telephone(s), distribute mail and other printed materials to appropriate staff.
- Coordinate all services provided by the building office staff to students, parents, other staff and the general public.
- Oversee the maintenance of files and reports on student registration, attendance, enrollment and other information as required by the district.
- Train and direct work of office assistants.
- Provide initial screening of individuals and groups entering the building.
- Provide information to students, parents, and the general public regarding school rules, regulations and events.
- Maintain school calendar and add events to web site as needed.
- Coordinate scheduling of building facilities for community use.
- Coordinate the gathering of health-related data and forms and assist with the provision of necessary accommodations for students with on-going health needs in cooperation with the school nurse and special services staff.
- Administer first aid, dispense medication and monitor the health room as needed.
- Assist building administrators with building budget preparation.
- Prepare electronic purchase orders and maintain purchasing records.
- Assist in accounting for moneys received.
- Maintain building financial records as directed by the building administrator and in coordination with the district business office.
- Monitor absences in substitute system and assist with filling absences when needed.
- Register voters.
- Supervise students at the direction of building administrator or counselor.
- Inventory and order supplies.
- Coordinate communication between parents, school and district transportation office.
- Maintain confidentiality and display ethical behavior.
- Process employee time sheets.
- Perform other job-related duties as assigned by the building administrator.

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ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Associates Degree or equivalent.
- Three or more years of secretarial experience.
- Possess a valid First Aid/CPR card.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Knowledge of school operations.
- Ability to communicate clearly and concisely both orally and in writing with students, staff, parents and the general public.
- Possess excellent English, grammar and punctuation skills.
- Proficiency in basic bookkeeping skills.
- Ability to operate a variety of office equipment with skill and independence.
- High level of computer skills with proficiency and accuracy in word processing, data base, spread sheet and communication software.
- Knowledge and skill in filing and records management.
- Ability to establish and maintain cooperative working relationships with colleagues, parents, students and the community.

PHYSICAL DEMANDS:

- Frequent exertion of 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Frequent sitting, standing, walking, stooping, bending and occasional running.
- Perceiving the nature of sound, near and far vision with or without visual aids, providing oral information, the dexterity to operate business related equipment, and handling and working with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.