

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: OFFICE MANAGER***

**DEFINITION:** Under the direction of the Principal, acts as school office manager. Provides highly responsible secretarial support to a Principal of an elementary school, coordinates the management of the office clerical services, assists PTA, school volunteers and school related groups and disseminates information to staff, parents, students, and the community.

**ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:***

- Perform a variety of secretarial duties for the school Principal
- Set appointments and meetings for the Principal
- Responsible for all attendance accounting of students
- Issue and process all purchase orders, maintain balances and control of school budget and compare balance with district financial printout
- Order, store, and monitor use of all supplies
- Assist certificated substitute teachers with their assignment, including paperwork
- Prepare monthly payroll information for the District Office
- Type and distribute monthly newsletters
- Schedule and coordinate the use of school facilities by parent/teacher organizations, and community organizations with staff and the District Office
- Register new students and maintain all cum records
- Maintain daily sign-in sheets for school volunteers and visitors
- Coordinate field trips between teachers and the Transportation Office
- Order, distribute and maintain inventory of school keys
- Share responsibility for distribution of U.S. Mail and interoffice mail.
- Monitor the copier, and train staff and parents on its use
- Assist teachers with communications in scheduling parent conferences when necessary
- Coordinate lunch count with Food Service
- Administer first aid - contact parents when needed
- Maintain Student Body accounts
- Receive, record, and maintain a Science Camp account
- Supervise children sent to the office for behavior problems, under the direction of the teacher or principal
- Other duties as assigned

**REQUIREMENTS:**

- Type at a net speed of 55 words per minute
- Ability to use a computer and other office equipment
- Efficient use of computer programs

**QUALIFICATIONS:**

**Knowledge of:**

- Modern office methods, practices, and procedures; receptionist and telephone techniques
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing

***POSITION TITLE: OFFICE MANAGER, Continued***

**Ability to:**

- Use computers and other office equipment
- Work with minimum supervision; organize and prioritize work effectively
- Must be able to work well independently and as part of a team

***EDUCATION AND EXPERIENCE:***

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade
- Supplemental coursework or degree in business, secretarial science or a related business field is desirable

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.