

**BILINGUAL ELEMENTARY SCHOOL OFFICE MANAGER**

**DEFINITION**

Under general supervision, to plan, organize, supervise and participate in complex and responsible office functions; to perform responsible secretarial duties relieving the principal of administrative and office detail; to provide public relations, communication and information services; to provide translation, orally and in writing, to and from Spanish; and to assist in providing first aid and health services.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates and prioritizes office duties and functions.
2. Acts as liaison between administration, staff, parents and community.
3. Exercises independent judgment, discretion and initiative in resolving situations arising in the administrator's absence.
4. Interprets and explains rules, policies and procedures, in Spanish and English; independently, or from general instructions, prepares clear and concise correspondence.
5. Schedules appointments and maintains principal's calendar.
6. Receives, screens and prioritizes telephone calls, visitors and incoming mail.
7. Maintains master school calendars of activities and facilities usage and disseminates information on same.
8. Uses discretion dealing with a variety of sensitive and privileged matters.
9. Assists with budget planning and expenditure control.
10. Participates in selection process of clerical staff.
11. Provides direction and training to clerical staff.
12. Maintains a variety of records and files which may include student, personnel, budget, and payroll.
13. Prepares a variety of forms including evaluations, personnel requisitions, teacher observations, purchase and work orders.
14. Orders, receives, stores and distributes instructional and office supplies.
15. Maintains computerized student data base files.
16. Prepares payroll reports for principal's authorization and submits to payroll department.
17. Arranges for classified substitutes.
18. Provides orientation to substitutes and new staff.
19. Translates documents into Spanish.
20. Provides interpretation services for administration.
21. Assists sick and injured students, contacting parents and emergency assistance when necessary.
22. Participates in health screening process.
23. Administers prescribed medications to students following a closely controlled and established procedure and communicate with parents regarding medications.
24. Supervises students within the office.
25. Operates a variety of office equipment including personal computer, typewriter, and calculator; provides assistance and training to volunteers and other clerical staff in the operation of office equipment.
26. Distributes, collects and accounts for school keys.
27. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office practices, procedures and equipment including receptionist and telephone techniques; methods and techniques of filing and record keeping; methods and techniques of public relations;

organization and coordination methods and techniques; correct English and Spanish usage, spelling, grammar and punctuation; standard office machines including computers and supporting software applications; basic first aid procedures.

**Ability to:**

Perform and coordinate a wide variety of responsible secretarial/clerical work using independent judgment; complete assignments effectively with frequent interruptions; compile and maintain accurate and complete records and reports; interpret, explain, and apply regulations, policies and operational procedures; maintain confidentiality and use discretion in the course of completing duties; operate office equipment including personal computers, typewriters and calculators; type or enter data at a speed necessary for successful job performance; independently compose correspondence and other materials; communicate effectively, orally and in writing, in Spanish and English; pass a Spanish proficiency test; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

**Education/Experience:**

Any combination equivalent to: Four years of increasingly responsible clerical/ secretarial experience, including use of personal computers and extensive public contact. Experience in an educational setting is desired.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.