

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Office Manager Campus	Wage/Hour Status:	Non-Exempt
Reports To:	Principal	Pay Range:	780
Dept./School:	Assigned Campus	Date Revised:	10/30/19

Primary Purpose:

Facilitate the efficient operation of the school administrative office and provide clerical services for the school's administrative staff.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Special Knowledge/Skills:

Ability to use personal computer and software such as word processing, spreadsheets and databases

Proficient skills in typing, word processing and file maintenance

Effective communication and interpersonal skills

Basic math skills

Experience:

One to three years of secretarial experience in a public education environment (preferred)

Major Responsibilities and Duties:

Assume responsibility for the organization, operation and distribution of work in the school office

Sort, distribute and/or deliver mail and other correspondence

Work with students, parents and teachers to maintain effective communications

Act as liaison between the school and other departments (maintenance, central, etc.)

Supervise office staff (registrar, financial secretary, secretary and clerk)

Receive all incoming calls for principal, take reliable messages and route to appropriate staff

Schedule meetings and appointments, and maintain calendar for principal

Maintain records and prepare reports required by the Texas Education Agency (TEA)

Assist principal with annual budget

Supervise the collection, deposit and maintenance of records of all monetary transactions with the financial secretary

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Maintain proper files to include inventory of school supplies, mailing lists, student records, visitor logs and office communications

Receive, store and issue supplies and equipment

Prepare instructional materials, meeting agendas, honor rolls, graduation lists and campus communications, as requested

Maintain a daily teacher attendance log and records for substitute teachers

Monitor personnel time records to include sick leave, vacation, and special requests

Update handbook, policy manuals, etc.

Keep informed of and comply with state, district and school policies and regulations concerning primary job functions

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Uses computer, typewriter, printer, copier, calculator and fax

Working Conditions:

Mental Demands:

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 10-30-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____