



## Ashland School District Job Description

---

**Job Title:** Office Manager - Middle School  
**Assignment:** Middle School  
**Reports To:** Principal  
**Evaluated By:** Principal  
**FLSA Status:** Non-Exempt

---

### JOB SUMMARY

This position is responsible for providing direct support for the school principal/administrator, maintaining student and financial records, providing general administrative office support and greeting school patrons at a middle school. Handles daily work pressures, requiring a volume of work which must be completed within a specified period of time.

---

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Provides administrative support to building principal including, but not limited to preparation of presentations, newsletters, publications, budget, tracking, calendar management, travel and room arrangements and correspondence to staff, parents, students and community members.
3. Performs general office duties including answering multi-line phones, ordering supplies, greeting the public, typing, copying, filing, sorting and handling incoming and outgoing mail.
4. Serves as substitute coordinator for the building contacting substitutes for all staff as required.
5. Assists with ceremonies and event duties including preparing diplomas, awards, guest lists and supplies.
6. Independently answers routine questions and correspondence not requiring the principal's attention.
7. Prepares purchase orders for office supplies needed; prepares work orders for maintenance as needed ensuring appropriate processes are followed and documented.
8. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepares in a usable format.
9. Greets parents, students and staff in main office and directs as appropriate providing guest badges, bus passes, etc.
10. Follows and administers medical protocols for students and provides first aid to staff and students and maintains an accurate log of distribution consistent with District policy(ies).
11. Completes computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
12. Maintains accurate student records including daily attendance records (truancy, tardies, excuses, and reporting), check-in/check-out, status (enrolling, withdrawing, etc.) and updates student database as required. Fulfills requests for student records by phone and written correspondence.
13. Prepares report cards for all students.
14. Coordinates timesheets and schedules for all staff.
15. Supervises students in main office area.
16. Maintains school accounts including fees, program accounts for staff (fundraising, fairs, etc.), including posting, writing checks, making deposits, reconciling and reporting.

17. Schedules conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).
18. Assists with budget preparation including supply inventory and ordering of furniture, textbooks, equipment and ensuring that all billing and shipping issues are resolved with vendors and staff.
19. Manages special projects and school events as assigned by principal.
20. Appropriately maintains and secures confidential records and inquiries.
21. While working collaboratively with others, implements decisions within ASD established policies and procedures.
22. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
23. Works collaboratively with District and building administrators and other department staff to provide reliable service to customers.
24. Communicate clearly with coworkers and other staff.
25. Participate as an effective team member.
26. Provide impeccable customer service.
27. Interacts thoughtfully and courteously with students, staff, administrators and parents and resolves conflict in a professional manner.
28. Maintains appropriate certifications and training hours as required.
29. Attends work regularly and is punctual.

---

#### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Troubleshoot, coordinate services and supplies of office machinery (copy, fax, postage meter, etc.)
2. Attend all relevant staff meetings and in-service trainings.
3. Coordinate travel and assist with other administrative needs.
4. Update school bulletin boards and calendars.
5. Schedule use of building.
6. Report issues to authorities as necessary.

---

#### **SUPERVISORY RESPONSIBILITIES**

Direct and coordinate the work of all other office personnel. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

---

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and minimum two years related successful experience in typing, general clerical and/or training or equivalent combination of education and experience. Associates Degree preferred. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare a variety of complex correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to handle large amounts of money and account for monies received. Ability to perform low level accounting functions.
- **Reasoning Ability:** Ability to solve practical problems involving several variables in a variety of situations where only limited supervision exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets, accounting and word processing software. Ability to proficiently use the above software programs. Ability to create graphs and charts in spreadsheet software. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License and ability to obtain a valid CPR/First Aid card.

---

### PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to blood borne pathogens.

---

### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By:  
Reviewed By:  
Adopted:

Prepared Date: January 2016  
Review Date:

I have read and understand this job description.

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_