

**VASHON ISLAND SCHOOL DISTRICT
POSITION DESCRIPTION**

OFFICE MANAGER

GENERAL SUMMARY

Leader and resource manager for staff, faculty, students and community members in office environment. Perform secretarial and receptionist duties for and assist the Building Administrator, teaching staff, specialists, students, and parents as needed. Oversee the orderly operation of the school office. Perform clerical and record-keeping duties.

ESSENTIAL FUNCTIONS:

Under the supervision of the Building Administrator, the position performs some or all of the following typical duties:

- Manage activities and job functions of office staff.
- Manage school inventory and maintain supply levels.
- Manage volunteer program.
- Create and maintain building budget as directed by Building Administrator.
- Prepare and send office correspondence.
- Responsible for ensuring accurate data input and tracking of all out-of-district and inter-district transfer requests.
- Provide leadership in the development and update of forms.
- Reconcile club funds and petty cash reports.
- Oversee and/or provide preparation and maintenance of any records that are required by federal, state and district agencies.
- Respond to emergency situations and process reports.
- Provide support and back-up for office staff.
- Train and oversee student office assistants.
- Perform additional duties as requested by the Building Administrator.

REPORTING RELATIONSHIPS

- Reports and receives direction from Building Administrator.
- Oversight of other office staff.

COGNITIVE DEMANDS

- Requires organization and time management; requires concentration; exposed to frequent interruptions; requires adaptability and flexibility in working with different students, staff, parents, and community members; requires effective decision-making and problem-solving; requires substantial self-discipline in behavior and attitude; requires dealing with difficult, upset, or angry individuals on occasion.

PHYSICAL DEMANDS

- May be exposed to visual display terminal for prolonged periods; may require prolonged standing or sitting; while performing the duties of this job, the employee is regularly required to sit, stand, walk, lift, carry, stoop, kneel, talk and hear.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum high school business curriculum, plus additional college or business-school experience.
- Ability to provide evidence of full COVID - 19 vaccination upon request of District.
- Advanced skills in English grammar and composition, accurate typing, note taking, record-keeping, and basic accounting.
- Knowledge of Microsoft Office and Microsoft Publisher programs. (Familiarity with advanced computer technology and database management preferred.)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to provide supervision to office staff in a fair and consistent manner.
- Ability to maintain confidentiality
- A calm and cordial manner with the public, in person and on the telephone.
- Ability to establish and maintain effective working relationships with staff.
- Ability to follow and give instructions.
- Excellent organizational skills.
- Demonstrated fiscal management and reporting capabilities.
- Demonstrated skill in reading, writing and communicating, and basic math.
- Knowledge of correct grammar, spelling, composition skills, and English usage.
- Excellent keyboarding/word processing skills.
- Ability to operate general office machines.
- Ability to use computers and various software packages.
- Ability to attend to detail and follow tasks through to completion.
- Ability to complete multiple tasks at the same time and meet deadlines with frequent interruptions.
- Ability to remain flexible to changes in duty assignments.
- Ability to handle stressful situations.

CONDITIONS/ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
