

Adopted: May 17, 2016
Revised: April 2016

Barnum Public Schools, ISD No. 91
Barnum, MN

Position Description

Position Title: Office Manager–Elementary/High School
Department: Education
Reports To: Building Principal

Summary:

Responsible for creating a welcoming office environment for all who enter; managing the operations of the school office under the direction of the building administrator; maintaining student records and files; MARSS reporting and other State and Federal required reports; and school-wide communication.

Essential Duties and Responsibilities:

- Greet and assist students, parents, visitors, and staff who enter the office.
- Maintain accurate student records and report cards; enroll/withdraw students and generate reports as necessary, keep accurate academic attendance, excused/unexcused absences, etc., and request/send student records. At HS, keep accurate record of ALC and PSEO grades of District students including newly enrolled students. At the elementary, input Early Childhood / MARSS / MDE program enrollment data.
- Assigned as MARSS contact person and responsible for all MARSS reporting for assigned school. Reporting of special education as required. Attend MARSS training as appropriate.
- Maintain detention assignments/notification/suspension records. Complete state report of suspensions.
- Arrange for substitutes, do necessary paperwork, create/maintain a substitute list.
- Assist with scheduling and input data into the computer using student software program. Maintain student courses/transcripts. Assist teachers with monitoring incomplete grades/grade changes.
- Compile and distribute class lists, addresses, etc.
- Provide immediate and temporary care and record condition of sick and injured students. Administer and record daily medication to students as needed when nurse is not available. Contact parents as needed.

- Compile daily bulletins. Type memos and letters as requested by Building Principal, others as applicable. Compose and edit correspondence, bulletins, reports, memos, handbooks, staff reference manuals update and process forms as necessary.
- Update class schedules, study hall lists, locker assignments, other student lists as applicable.
- Prepare all state and federal reports as requested by the Building Principals and MDE. Enrollment reports to the business manager.
- Monitor students' behavior when sent from the classroom.
- Maintain confidentiality.
- For elementary only, receive and account for tickets/fund raisers, and maintain student activity account.
- Process purchase requisitions, receive and document deliveries, and maintain inventories.
- Prepare material for Parent/teacher conferences and requests, census, and for the elementary - Kindergarten Roundup.
- Keep a concise filing system.
- Facilitate special days: Open House, Grandparents Day, Picture Day, Awards Day, Etc.
- Communicate with District Office and other school building as needed.
- Distribute mail, copies etc.
- Update/send out, report on Home school families.
- Provide building specific information to new employees.
- Maintain student software program. Attend training as appropriate.
- Other duties as assigned.

Qualification Requirements:

- Minimum high school diploma or equivalent. Computer literate, organizational skills, flexible, communication skills (verbal and written), clerical experience preferred.
- Multi-task with scheduling of activities of principal's, counselors, special education meetings, etc.
- Excellent communication skills while working with parents, students, staff, in person, phone, email. Ability to deescalate situations when necessary.
- Be accurate in working with money and reporting of funds as per district policy.
- Communicate with bus personnel on the radio.

Education, Training and/or Experience:

Training using PC computers, and documents. Infinite Campus

Knowledge, Skills & Abilities – Language, Communication, Mathematical, Reasoning:

High level of computer skills necessary. Ability to learn programs quickly and efficiently.

Physical Demands: Ability to work in stressful situation

Work Environment: Office setting with frequent interruptions.