

BOULDER VALLEY SCHOOL DISTRICT
STAFF JOB DESCRIPTION

Title: School Office Manager, Elementary	FLSA Status: Non-Exempt, Hourly
Reports To: Elementary School Principal	Pay Range: Range F
Prepared/Revised Date: December 2023	Work Year: 215 Days

SUMMARY:

At the direction of the Principal, the School Office Manager(SOM) provides comprehensive clerical and administrative support to the principal, administrators, and school staff. This role includes managing calendars, handling communications, coordinating events, maintaining technology and office systems, and monitoring the main school entrance. Additionally, the SOM ensures smooth office operations by managing employee time and attendance records, submitting weekly payroll data, coordinating building substitute coverage, and assisting with crisis and security management procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Provide and coordinate clerical support activities for the principal, administrators and school staff by maintaining the principal's/administrator's calendar and schedule, managing phone calls, preparing, designing, composing, and formatting correspondence, daily announcements, documents, handbooks, reports, newsletters, website updates, agreements and programs, arrange for printing and distribution as appropriate, receive and distribute faxes, maintaining office and building technology. Facilitate building maintenance. Provide coverage for receptionist and health room attendant as needed. Coordinate translations and interpretations. Facilitate staff evaluations according to the Educator Effectiveness evaluation timeline and maintain professional learning records for staff through MyPassport.	D	15%
2. Manage employee time and attendance. Complete and submit weekly payroll. Process Professional Leave Forms, and confirm daily employee absences for proper coding and input into payroll; resolve issues, prepare and submit employee corrections. Check in substitutes daily and manage classroom coverage throughout the building.	D	5%
3. Provide information and services to administration, students, parents, guardians, staff and community as required or requested. Receive and respond to inquiries and concerns regarding the building/school	D	5%
4. Maintain the school master calendar and master events calendar. Serve as primary contact for Community Schools Program facility use scheduling.	D	1%
5. Lead, coordinate, and/or assist with the office workflow, including training, planning, scheduling, assigning, and directing necessary activities for classified staff. Develop, update, communicate, and implement office and workroom procedures and	D	3%

equipment. When necessary, coordinate requests for translations.		
6. Manage technology, furniture, fixtures, and equipment of the building: purchasing, receiving, submitting work orders, tracking inventory, training staff on best practices, and supporting staff when needed.	W	4%
7. Coordinate meetings, activities and events including but not limited to event logistics, marketing, and post event debrief.	W	10%
8. Monitor source control budget report for accuracy of FTE. Coordinate and submit through the district ERP system, job requisitions, requests for hire, change actions including resignations, terminations, leave of absence, transfers and retirements. Create vacancy notifications, set up interview schedules, provide hiring committee materials, and follow through with recommendation to hire notifications.	W	5%
9. Assist principal in building the budget. Manage the school budgets: Monitor SRA; revolving accounts; athletics budget; grants; and increased enrollment tracking;. Realign budgets, process journal entry corrections, and prepare deposit summaries as needed. Manage fundraising campaign and 1:Web initiative. Advise principal/assistant principal of account balances and issues. File sales tax as needed.	W	10%
10. Maintain donation records and submit gift reports to the district. Complete miscellaneous financial projects/tasks, district initiatives, such as producing year end reports for district accounting, and student check-in/check-out.	W	15%
11. As building liaison for the PCard program, reallocate charges and reconcile monthly statements for all building cardholders.	W	6%
12. Order supplies, textbooks and materials for building, contact companies or individuals for quotes and to resolve issues.	W	5%
13. Facilitate student check in: compose and edit school required forms/information, and collect fees.	A	1%
14. Support positive behavior support process for students as well as the discipline process when necessary. Provide backup support in principal's absence. Ensure data is submitted in IC behavior and discipline tabs, and provide follow up support to students, parents, staff and district as needed. Communicate with Social Services or other support agencies as needed.	D	5%
15. Building Security, monitor main entrance, greet authorized personnel and/or visitors following district policies and procedures. Manage building keys and security alarm code, radios, and intercom system. Assist in the development, training and implementation of crisis plans, safety procedures including scheduling fire drills, emergency evacuations and building lockdowns. May support crisis procedures with the assistance of the district personnel in the absence of the school administrator. Maintain building and campus location maps. Support the volunteer background check-in process, the maintenance of the building, input work order requests, track progress and resolution, as well as submit insurance claims for damaged property.	D	5%
16. Ensure that the office operates in an effective and safe manner at all times. Provide oral and written support and interpretation for parents, students, district personnel and community members as needed. Back up the health room paraeducator as needed.	D	5%

17. Perform other duties as assigned.	D	5%
	TOTAL=	100%

Required:

- High school diploma or equivalent and experience in secretarial work, word processing, basic computer skills and bookkeeping.
- Minimum of three years experience in general office work.
- Communicate (read, write, and speak) in English.
- Completed and submitted BVSD online application.

Preferred:

- Bilingual English/Spanish
- Specialized courses in business, vocational school, or community college related to office
- Experience working with elementary students
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent and experience in secretarial work, word processing, basic computer skills, bookkeeping.
- Minimum of three years experience in general office work.
- Specialized courses in business, vocational school, or community college related to office is preferred
- Experience in working with elementary students is preferred

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Intermediate interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Intermediate organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Requires a valid Colorado driver's license: No

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with Google (Mail, Calendar, Drive).
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Elementary School Principal
- Direct Reports: No
- Indirect Reports: Office Clerical Support, Health Room Paraeducator, Classified Staff/Kitchen Staff

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- NA

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Use Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			

Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	X
Loud	
Very loud	

OTHER INFORMATION:

- This position acts as a technical resource for the school by assisting others with questions or concerns and directing visitors to appropriate personnel.
- Telephone headset is recommended
- Step stool is required
- Wrist rest for computer keyboard and mouse is required
- Ergonomic chair for desk and computer use is recommended

- Ability to recognize the importance of safety in the workplace
- Follow safety rules, practice safe work habits
- Utilize appropriate safety equipment, including ergonomically correct workstation