



Job Title: Office Manager CTE

Exemption Status: Nonexempt

Reports to: Director Career Technical Education

Date Revised: January 2021

Dept./School: Career and Technology Education

Pay Grade: P18

Primary Purpose:

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

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Bilingual preferred
- Certified Education Office Personnel (CEOP) preferred
- Google Drive and Meet preferred
- Knowledge of the Skyward Student Database System preferred

Experience:

- Minimum of three (3) years of experience in office management
- Some experience in Kronos and Oracle ERP
- Experience in public education office management preferred

Special Knowledge/Skills/Abilities:

- Proficient in clerical and computer-related skills
- Microsoft Office – Word, Excel, PowerPoint, OneDrive
- Demonstrated ability in verbal communication and writing skills
- Ability to receive and give written and verbal instructions effectively
- Ability to read and understand documents, including policies and procedures manuals
- Proficient use of a personal computer with excellent software skills, including Word, Excel, file maintenance, and all other district databases
- Excellent organizational, team, multi-tasking, and interpersonal skills
- Ability to manage and supervise personnel
- Ability to assume responsibility and initiative without direct supervision
- Ability to work proficiently under stressful situations

Major Responsibilities and Duties:

1. Provide direct assistance and support to campus staff.
2. Display professionalism, including positive communication with students, parents, staff, and the community.
3. Assume responsibility for distributing and coordinating administrative work in the office.
4. Facilitate the efficient operation of the department's administrative office and provide clerical services for the department's administrative staff.
5. Responsible for correspondence generated from the office.
6. Schedule meetings and appointments and maintain a calendar for the supervisor.
7. Schedule staff and departmental meetings.
8. Approach problem-solving with tact, directness, and integrity.
9. Exert a positive influence and work in harmony with associates.
10. Manage Kronos/payroll for full-time employees.



11. Back-up to a payroll specialist.
12. Process all medical leave/disability documentation.
13. Manifest support for and compliance with the philosophy, objectives, policies, and procedures of Garland ISD.
14. Promote a positive image that supports the school district's mission.
15. Maintain personnel files in compliance with district policies.
16. Maintain good personnel relations and work habits.
17. Receive incoming calls, take reliable messages, and route them to all appropriate individuals.
18. Develop and oversee the development of office Standard Operating Procedures (SOP) for administration, payroll, employee records, and finance.
19. Serve as the Administrative Coordinator for maintaining all department Standard Operating Procedures (SOP). Control and enforce the check-in and check-out procedures as they are updated or revised.
20. Perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals. **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting.

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____