

PERSONNEL COMMISSION

Class Code: 3357
Salary Range: 24 (S1)

MIDDLE SCHOOL OFFICE SUPERVISOR

JOB SUMMARY

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school. **E**
- Coordinate communication between the office and faculty, students, parents and outside organizations; greet visitors and initiate and receive telephone calls; provide detailed information concerning school policies, procedures, actions, activities, programs and schedules; request necessary information; take and transmit messages as appropriate. **E**
- Serve as a liaison between District and site personnel, parents, students, school and community organizations and the general public; coordinate activities, resolve issues and exchange information. **E**
- Provide administrative support to the Principal and Assistant Principal; compose, prepare, type, proofread and distribute a variety of written communications including correspondence, special bulletins, forms, notices and memoranda independently and from oral instructions; schedule appointments and meetings; prepare and maintain the school master calendar. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Maintain payroll for certificated, classified and other assigned staff; verify and computer employee time cards; obtain proper signatures; receive and distribute paychecks; maintain confidentiality of sensitive and privileged information. **E**

- Collect, compile, organize and record a variety data for various reports related to attendance, enrollment, personnel, payroll and school activities; prepare and maintain lists, records, files and logs. *E*
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures. *E*
- Prepare purchase orders for various departments; compile and prepare a variety of budget and financial materials, correspondence, reports and statistical information. *E*
- Plan and schedule a variety of special events including conferences, orientations, and parent activities, staff meetings and others. *E*
- Requisition, receive, store and distribute school and office supplies and materials; maintain material and equipment inventories. *E*
- Prepare vacancy assignments and additional hourly elections for certificated and classified staff; prepare verifications of employment and review applications of athletic coaches for accuracy; provide salary and contract information as appropriate. *E*
- Request substitute teachers as needed; assure adequate coverage of classrooms; greet and assist substitute teachers by providing keys, materials and pertinent information; maintain accurate attendance records and prepare time sheets. *E*
- Maintain and account for school site keys; request keys as necessary. *E*
- Perform a variety of duties related to the maintenance of the school site; receive requests for service and forward to appropriate District departments; maintain related records. *E*
- Enroll, register and schedule new students; provide assistance to parents and guardians concerning enrollment procedures and forms; complete enrollment information and enter into computerized database; complete records for the release or transfer of students. *E*
- Receive, sort and route mail; compose replies independently or from oral directions. *E*
- Administer routine first aid to students and staff as assigned by the position; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed. *E*
- Operate a variety of office equipment including a computer, typewriter, copier and fax machine; arrange for repairs of equipment as needed. *E*
- Review, approve and deliver messages and announcements made to students and staff over the PA system.
- Attend and participate in a variety of in-service trainings and meetings.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Middle School Office Supervisor incumbents are assigned to a middle or K-8 school site with period-by-period class schedules, counseling activities, larger student body population and more student body activities such as an athletic program, typically larger facilities and a larger staff. Incumbents perform more diverse and complex secretarial and

clerical activities and oversee school office operations and activities. Incumbents typically provide primary secretarial support to a Principal and Assistant Principal and tasks are performed independently or with the assistance of clerical personnel. Incumbents train and supervise assigned staff. Incumbents apply a thorough knowledge of established procedures and functions and have frequent contact with parents, teachers, students and the public.

EMPLOYMENT STANDARDS

Knowledge of:

School office terminology, practices and procedures.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
Financial and statistical record-keeping techniques.
Business letter and report writing techniques.
Telephone techniques and etiquette.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Basic first aid.
Health and safety regulations.
Operation of a computer and assigned software.

Ability to:

Perform a wide variety of complex and responsible clerical and secretarial duties to coordinate school office activities and to relieve the Principal and Assistant Principal of administrative detail.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Maintain good public relations with students, parents, teachers and the public.
Train and evaluate personnel.
Understand and resolve issues, complaints or problems.
Assure smooth and efficient school office operations.
Analyze situations accurately and adopt an effective course of action.
Answer telephones and greet the public courteously.
Compose correspondence and written materials independently or from oral instructions..
Work independently with little direction.
Prepare and maintain financial and statistical records.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Compile and verify data and prepare reports.

Education and Training:

Graduation from high school or equivalent.

Experience:

Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary School Office Supervisor with the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.
Potential for contact with blood and other body fluids.
Exposure to bloodborne pathogens and communicable diseases.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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