

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## JOB DESCRIPTION

### POSITION

SCHOOL OFFICE MANAGER  
CSEA

### DEFINITION OF POSITION

Under direction of the site principal, the School Office Manager acts as an assistant to the principal, and performs a wide variety of duties. The Office Manager plays a vital role in the efficient functioning of the school by managing the day-to-day administrative operations of the main office. The position is responsible for overseeing clerical tasks, maintaining accurate records, providing excellent communication to staff, parents, and students, and ensuring the smooth operation of the school office. This individual must maintain a welcoming, organized, and efficient environment, contributing to the success of the school.

### EXAMPLES OF DUTIES

- Administrative Support: Manage the front office operations, including answering phones, handling inquiries, and greeting visitors.
- Communication: Serve as the primary point of contact between the school, parents, students, and external partners.
- Record Keeping: Maintain accurate student records, attendance, and administrative documents. Ensure confidentiality and timely submission of reports and documentation to district offices as needed.
- Scheduling: Coordinate and manage appointments, school events, and meetings for administrators and staff.
- Budget and Supplies: Oversee the ordering and inventory of office and school supplies. Assist in the preparation of the school's budget and monitor spending to ensure it aligns with financial guidelines.
- Staff Coordination: Work with the principal and staff on administrative tasks related to hiring, staff attendance, and scheduling substitute teachers.
- Student Services: Manage student records, enrollment, and withdrawals. Assist with handling student health and emergency information.
- Compliance: Ensure compliance with district policies, state education laws, and other regulatory guidelines.
- Event Coordination: Assist in organizing school events, such as back-to-school nights, parent-teacher conferences, and graduation ceremonies.
- Additional Duties: Run errands off campus (i.e. bank, post office. May be required to use your own vehicle.

### DESIRABLE QUALIFICATIONS

*Knowledge Of:*

- School office operations and administrative procedures
- School management systems and student information systems

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- Office management best practices, including records management, budgeting, and supply inventory
- Basic accounting and budget monitoring principles
- District policies, state education regulations, and compliance requirements
- Communication protocols within a school environment, including parent, student, and staff interactions
- Current district technology platforms, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Drive), and office equipment (printers, copiers, phone systems)
- Basic first aid and student health and safety procedures

## *Ability To:*

- Organize and prioritize multiple tasks and deadlines in a busy school office environment
- Communicate clearly and professionally, both verbally and in writing, with staff, parents, students, and external partners.
- Maintain confidentiality and handle sensitive information with discretion
- Utilize and troubleshoot office equipment and software applications, including student information systems
- Manage student attendance records, enrollment processes, and other clerical duties efficiently
- Work both independently and collaboratively with school leadership, teachers, and support staff
- Handle emergency situations calmly and effectively, following established school protocols
- Assist in budget tracking and monitor expenses within approved guidelines
- Take initiative and assume responsibility
- Work independently with minimum supervision and self-motivation
- Work in a positive manner with students and staff members, while exhibiting patience and compassion
- Bilingual (preferred)

## **EXPERIENCE/EDUCATION**

Any combination equivalent to graduation from high school and three years of increasingly responsible administrative experience. This should include work in a position involving public contact and including one year of experience in supervising and coordinating the work of other clerical staff, preferably, one year in a school setting.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Frequently

Standing/walking: Frequently

Waist bending: Rarely

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Neck bending: Rarely  
Squatting: Rarely  
Climbing: Rarely  
Kneeling: Rarely  
Crawling: Rarely  
Neck twisting: Rarely  
Waist twisting: Rarely  
Pushing/pulling: Rarely  
Running: Rarely

## **Reaching:**

Above shoulder: Occasionally  
Below shoulder: Occasionally

## **Lifting/Carrying:**

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time  
11-25 lbs: Occasionally – weights carried up to 100 feet at a time  
26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time  
51+ lbs: Rarely

## **Hand Activities:**

Repetitive hand use: Frequently  
Simple grasping: Frequently  
Power grasping: Occasionally  
Fine manipulation: Frequently  
Hand and arm twisting/turning: Frequently  
Computer operations/writing: Frequently

## **OTHER REQUIREMENTS**

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings

BOT 11/19/2024