



## Position Description

### Coordinator of Office Operations (Office Manager) – Middle School

#### POSITION SUMMARY:

The Middle School Coordinator of Office Operations plays an important role in maintaining positive public relations with staff, students, parents and the community. The individual in this position performs a variety of duties to assist the Principal, Assistant Principal(s), and Deans of Students in technical as well as routine administrative tasks, and is the primary liaison between the principal, staff, PTA, community, and special interest groups. The individual in this position performs an advanced level of secretarial and administrative duties as well as handles a broad scope of student, employee, parent, school and District confidential information. He/she is responsible for ensuring smooth management of a school office and other secretarial functions within the school. The individual in this position will be required to exercise independent decision-making abilities and make decisions within parameters established with the building Principal.

#### MAJOR RESPONSIBILITIES:

- Coordinate duties and work calendars of other office personnel and ensure the school's office area is a warm and welcoming environment. Ensure that all critical functions of school office areas are assigned and covered, and if necessary, provide direction to other office personnel for establishing priorities.
- Provide secretarial services to the Principal and coordinate secretarial support for the Assistant Principal(s), including, but not limited to, word processing routine correspondence, confidential communications, student discipline information, screening and handling incoming telephone calls and scheduling certificated observations and CEL5D meetings.
- Support the planning, scheduling, and coordination of various school events and meeting, which may include open house, graduation ceremonies and other events associated with graduation, schedule pickup days, picture days, etc..
- Act as liaison between Administrators and students, staff, parents, and community at large. This position should be available to staff, students, and community for answering questions and promoting good public relations.
- Coordinate and prepare appropriate communications such as reader board updates, automated call outs, newsletters, e-mails, calls to newspapers, flyers, surveys, digital flyer software, etc. to students, staff and community.
- Make decisions and resolve problems in the absence of, or on behalf of the Principal and/or Assistant Principal. These may include decisions relating to student health and emergency building issues.

#### OTHER RESPONSIBILITIES:

- Maintain building, administrative, facilities use calendars and/or master school calendar.
- Order and track supplies for building.
- Assist the coordination of school events, including building use and activity approvals.
- May provide support for the building's operating budget, ASB budgets, grants, resale, reimbursements, and in buildings where applicable, any special funding available to the building. Requires handling of large sums of money, bank reconciliation, procurement card reconciliation and monitoring of budget status. This position will, in most cases, be responsible for ensuring that expenditures are kept within budgeted amounts.
- Support Administration in coordinating building orientation for new staff including assigning keys and entry codes.
- Coordinate and prepare paperwork for Stipends. Maintain the Stipend database for the building.
- May provide support for conference registration and/or travel arrangements for administrators and staff.
- May periodically supervise students who, for a variety of reasons, are visiting the office area.
- Assist in health room when nurse is not present on a weekly basis.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

#### REQUIRED QUALIFICATIONS:

##### Education and Experience

High school diploma or equivalent

Three (3) years of increasingly responsible secretarial or administrative assistant experience

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### **ADDITIONAL REQUIREMENTS:**

Work scheduled hours on a consistent basis

### **PREFERRED QUALIFICATIONS:**

Associate's Degree

### **CONDITION OF EMPLOYMENT:**

Criminal background clearance

Valid Washington State Driver's License

### **KNOWLEDGE OF:**

School board policies and procedures

The District's current integrated accounting system

The District's Student Information software

Microsoft Word and Excel

Publishing software

Database Management

Leadership skills and best practices in managing people

### **ABILITY TO:**

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Speak, read and follow written or verbal communications: able to proofread

Practice effective safety and security within individual work routines

Develop and maintain positive customer relations with staff, students, parents, and service providers

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Relate effectively with parents, staff, students and the public in a multicultural and multiracial community

Gain proficiency with the District's Integrated Accounting System

Gain proficiency with the District's Student Information software

Demonstrate proficiency using an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system

Operate a variety of modern office equipment including microcomputers and related software

Exhibit proper telephone etiquette

Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines

Cope with and assist angry or distraught students, parents, and other community members

Abide by Federal Way Public Schools' Policies and Procedures

Perform job responsibilities with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "All Means All".

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** 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 will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard, and occasionally be required to climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, students and community members.

**WORK SCHEDULE**

This position typically works 8 hours per day, 10.5 months per year.

**REPORTING RELATIONSHIP**

This position reports to, and is evaluated by the building Principal and/or Assistant Principal.

**REPRESENTATION**

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

**LEVEL OF COMPENSATION**

Level 5 on the FWEA-ESP salary schedule.

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

**CLASSIFICATION HISTORY**

Update 07/2015

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*