



**FEDERAL WAY
PUBLIC SCHOOLS**

Position Description

OFFICE MANAGER – UNIQUE PROGRAMS CAREER AND TECHNICAL EDUCATION

POSITION SUMMARY: The office manager for unique programs plays a critical 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 site administrator(s) and teachers in technical as well as routine administrative tasks, and is the primary liaison between the, site administrator(s), staff, community, and special interest groups. The individual in this position will perform an advanced level of secretarial and administrative duties as well as handle a broad scope of student, employee, parent, school or program and district confidential information. He/she will be responsible for ensuring smooth management of a school office and other secretarial functions within the school or program. The individual in this position will be required to exercise independent decision-making abilities and make decisions within parameters established with the site administrator(s). This position is also responsible for maintaining multiple school and district budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide secretarial services to the site/program administrator(s) and teachers, including, but not limited to, word processing routine correspondence, confidential communications, student discipline information, and screening and handling incoming telephone calls.
- Provide financial support for the site/program's budgets including grants, resale, any other special funding available to the site/program. 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 communicating to the administrator to ensure that expenditures are kept within budgeted amounts.
- Act as liaison between site administrator(s) 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.
- Financial Recordkeeping:
 - Monitor career and technical education (CTE) program budgets
 - Check staffing and budget codes
 - Purchase orders and reimbursements
 - Reconcile monthly transaction listing reports
 - Monitor CTE budgets for building sites
 - Check staffing and budget codes
 - Purchase orders and reimbursements
 - Reconcile monthly transaction listing reports
 - Complete Forms B annually on all budgets for finance office
- Program/Administrative Support:
 - Monitor time and effort records for classified and certificated staff

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- Order and distribute monthly newsletter
- Assist with state and federal auditors
- Assist with year-end reports to Office of the Superintendent of Public Instruction (OSPI)
- Assist with annual iGrant application & revisions
- Maintain asset inventory of items purposed for programs
- Coordinate program events: facilities, materials, and expenses
- Coordinate program staff travel: airfare, lodging, expenses

OTHER RESPONSIBILITIES:

- Order and maintain supplies for site.
- Prepare posting and hiring paperwork for staff. This includes preparation, tracking and adjustments of human resource and/or payroll records.
- Coordinate and prepare appropriate communications
- Coordinate inventory of district equipment, textbooks, software, program supplies, etc. (if applicable).
- Provide conference registration and/or travel arrangements for administrators and staff.
- Multilingual staff may be asked to translate within their scope of work.

REQUIRED QUALIFICATIONS: Education and Experience

High school diploma or equivalent

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

ADDITIONAL REQUIREMENTS:

Microsoft WORD, EXCEL, and POWERPOINT

Database Management

Positive evaluations

PREFERRED QUALIFICATIONS:

Knowledge of the district's current integrated accounting system

Knowledge of the district's current student information software

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid Washington state driver's license

Work scheduled hours on a consistent basis

KNOWLEDGE OF:

School board policies and procedures

Microsoft WORD, EXCEL, and POWERPOINT

Microsoft Publisher software

Database management

ABILITY TO:

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

Perform safety responsibilities while under pressure.

Demonstrate basic knowledge of modern technology and willingness and ability to increase knowledge to proficiency

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

Exhibit proper telephone etiquette

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Practice effective safety and security within individual work routines
Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines
Develop and maintain positive customer relations with staff, students, parents, and the public in a multicultural and multiracial community
Cope with and assist angry or distraught students, parents, and other community members
Work collaboratively with District staff and promote teamwork with co-workers
Practice ethical and professional standards of conduct including the requirements of confidentiality
Abide by Federal Way Public Schools' Policies and Procedures
Perform the essential functions of the job 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 "Each Scholar: A Voice. A Dream. A Bright Future." 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 will frequently be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must regularly lift/carry up to 5 pounds and must frequently lift /carry up to 15 pounds. The employee will occasionally lift/carry a maximum of 25 lbs. The employee is occasionally required to push/pull a maximum weight of 200 pounds.

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 and community members.

WORK SCHEDULE

This position typically works 8 hours per day, Monday through Friday, 12 months per year

REPORTING RELATIONSHIP

This position reports to, and is evaluated by, the Director of Career and Technical Education

REPRESENTATION

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

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LEVEL OF COMPENSATION

Level 6 on the FWEA-ESP Salary Schedule

CLASSIFICATION HISTORY

Update 9/1/01

Update with physical demand/working conditions 5/2015

Updated to new format 6/2017

Updated FWEA-ESP job review 11/2019

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.

*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.*