



## Position Description

### OFFICE MANAGER – UNIQUE PROGRAMS - AmeriCorps

**POSITION SUMMARY:** The Office Manager for Unique Programs – AmeriCorps plays a critical role in maintaining positive public relations with staff, students, parents and the community. This individual is the main contact for registration, and student records, including attendance, discipline and emergency contact information. 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 budgets.

**MAJOR 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.

- Greet members, staff and other visitors upon their entry into the building. Coordinate duties of office and ensure warm and welcoming environment.
- Provide secretarial services to the site administrator, supervisors, including, but not limited to, word processing routine correspondence, confidential evaluations, member suspension and discipline information, screening and handling incoming telephone calls.
- Provide financial support for the site budgets including grants, resale, special funding available to the sites. Requires handling of large sums of money, bank reconciliation, and monitoring of budget status. Ensures expenditures are kept within budgeted amounts.
- Manage member recruitment process including but not limited to placement of ads and job listing, manage recruitment database eGrants system, search potential applicants/develop applicant pool, schedule candidate interviews, maintain member records using designated databases.
- Manage member hiring process including but not limited to position acceptance hire letters and correspondence, process candidate documents for hire including application and enrollment. Process and/or facilitate background and criminal history checks in accordance to WSC and district requirements. Corresponds with member to ensure all documents for program are returned completely timely.
- Act as liaison between site administrator and members, community partners, etc. to answer program questions and promotion of good public relations.
- Make decisions and resolve problems in the absence of, or on behalf of site administrators. These may include decisions relating to member health, discipline and emergency site issues.

**OTHER RESPONSIBILITIES:**

- Order and maintain supplies for site.
- Maintain program/building, administrative and facilities use calendars.
- Coordination of substitutes using the District's substitute system.
- Prepare posting and hiring staff for AmeriCorps office staff. This includes preparation, tracking, and adjustments of human resources and/or payroll records.
- Coordinate appropriate communications such as newsletters, emails, calls to newspapers, flyers, surveys, etc. to members, staff and community partners.
- Coordinate special events such as orientation, end of program functions, etc.
- Coordinate physical inventory of district equipment, software, assets, program supplies.
- Conference registration and/or travel arrangements for administrators, members and staff.
- May periodically supervise students who, for a variety of reasons, are visiting the office area.
- Responsible for open and close of site.
- Manage volunteer events including but limited to correspondence for event detail, track hours, perform background checks and relate information to members, human resources and school sites.
- Complete reporting required by Washington Service Corps and any additional grants
- 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:**

Proficient knowledge of the District's current integrated accounting system

Proficient 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, POWERPOINT

Microsoft Publisher or any other 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

## JOB DESCRIPTION: Office Manager - Unique Programs-AmeriCorps

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 "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 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, students, and community members.

### **WORK SCHEDULE**

This position typically works, \_\_\_\_ hours per day, Monday through Friday, \_\_\_\_ days per year

### **REPORTING RELATIONSHIP**

This position reports to, and is evaluated by, an appropriate site Administrator.

### **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

FWEA-ESP review 7/2015

Update 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.*