

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Department Office Supervisor	FLSA:	Non-Exempt
Department/Site:	Various	Salary Grade:	118
Reports to/Evaluated by:	School Principal	Salary Schedule:	Classified

SUMMARY

Performs responsible and complex secretarial and clerical duties for a Principal of a high school or the equivalent in volume and complexity; and assists the Principal by performing routine administrative tasks and coordinating the workflow and clerical support activities of the school office.

NATURE AND SCOPE

The Office Supervisor has functional responsibility for an elementary, intermediate, high or adult education school office. Specific types of activities organized, supervised and performed can vary according to area of assignment. Requires a thorough knowledge of those particular clerical and secretarial principles, practices, fields of activity and specialties which are applied in the area of assignment as well as well-developed skills in applying supervisory principles and practices. The emphasis in an Office Supervisor’s scope of responsibility may include such areas as preparing and transcribing written materials; processing, organizing and preserving written materials; gathering and compiling information for or researching and distributing information from official or administration records; maintaining records and posting transactions; auditing and proofing records; collecting and/or disbursing funds. Works under the general supervision of the School Principal who reviews work for conformance with regulations, directives, and established policies. Exercises considerable independent judgment and discretion within assigned functions. Incumbent is expected to be adept in the activities of subordinates and may assist subordinates in performing duties or personally perform advanced, important or integrated activities. Supervises, evaluates and trains subordinate office staff. Designs, installs and monitors work methods, systems and work standards that are effective, efficient and consistent with the policies, guidelines and directives established by the School Principal or District regulations. Work relations extend to a wide range of contacts including District staff, students, parents and the general public, and require tact, diplomacy and courtesy.

DISTINGUISHING CHARACTERISTICS

Senior Office Supervisor supports the Principal of an intermediate or high school and requires both supplemental training and experience. Additional experience in the position will qualify for advancement along the Administrative Secretarial career ladder.

ESSENTIAL TYPES OF DUTIES (Examples)

- Coordinates school office activities. Coordinates communications regarding school activities, events and timelines to relieve the Principal of routine administrative detail.

- Performs secretarial duties for the Principal. Composes letters, memoranda and bulletins independently within scope of authority. Schedules appointments and maintains calendar. Distributes mail.
- Takes and transcribes dictation for correspondence, reports, bulletins, memoranda, manuals and other materials.
- Assists in the preparation of the school budget. Organizes budget and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs. Maintains a variety of files.
- Collects, deposits and accounts for money collected in conjunction with fund-raising and other school activities. Issues receipts.
- Processes the certificated and classified payroll. Maintains accurate absence records and reports with respect to personnel. Assists substitute teachers and classified personnel by providing them with keys and materials. Prepares substitute personnel time sheets and releases or retains the substitute at the end of the day.
- Arranges meetings. Notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed.
- Coordinates the school office activities acting as contact and reference source for staff, students, parents and the public.
- Provides information over the phone or in person to parents, students or school personnel as appropriate; routes calls to appropriate personnel as necessary.
- Types from rough drafts or verbal instructions a variety of materials including master schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data.
- Administers first aid as necessary according to approved procedures.
- Requisitions, receives, stores and distributes supplies and office materials. Maintains materials and equipment inventory.
- Performs research as directed by the Principal. Computes and compiles information and statistical reports.
- Reports and schedules necessary repairs to buildings and equipment.
- Participates in the registration of students and related activities as assigned.
- Provides work direction and guidance to clerical assistants and volunteers as assigned.
- Operates a variety of office machines and equipment including a typewriter, duplicating machines, and calculator.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, cashiering and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school and District policies, rules and objectives. Must be familiar with and apply applicable sections of the State Education Code and Health and Safety regulations. Requires the ability to supervise staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations. Requires light to moderate walking and standing and lifting of lightweight materials (less than 20 pounds). Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Education and Experience: High School diploma or equivalent supplemented by course work in secretarial science or a related business field required. Minimum of 5 years of responsible and varied secretarial and clerical or office management experience, preferably in a school district or as Office Supervisor required.