

Auburn School District
JOB TITLE: Office Manager
REPORTS TO: Executive Director
UNIT CLASSIFICATION: AAEOP

Duties and Responsibilities:

- Provide support to Student Special Services department.
- Schedule appointments and meetings, proofread letters, reports and manuals, compose and prepare memos and letters and maintain student records and files.
- Act as liaison between students, parents, staff members, and community members regarding general school and district information.
- Greet visitors and answer telephones, ascertain nature of business and take messages or route to appropriate location.
- Provide leadership for office staff.
- Coordinate information regarding special education special projects and committee work including clock hours and extra hours pay.
- Oversee departmental support of scheduling of staff evaluations, support the preparation and distribution of certificated observation reports and final evaluations.
- Support payment process for special education tutors as well as Home and Hospital tutors.
- Support the contracting process for agencies and contracted staff, including review and routing of contracts and establishing payment system for contracts/agencies.
- Prepare budget, financial reports, purchase orders, budget revisions, and work directly with the executive director on budget management.
- Track Federal Grant for Time and Effort.
- Prepare payroll, time sheets, and mileage reimbursements.
- Support departmental/building needs, submit work orders.
- Perform duties and responsibilities as assigned by the supervisor.

Minimum Requirements:

- Proven ability to work in an environment with a commitment to anti-racism and anti-bias practices.
- Maintain extreme accuracy in tasks including, but not limited to typing, record keeping, accounting/bookkeeping tasks, operating office equipment, distributing mail, composing and preparing memos and letters.
- Maintain appropriate levels of confidentiality, courtesy and respect in all matters pertaining to students, parents, and supervisors always.
- Maintain strong public relations with visitors, parents, and the public.
- Maintain a professional image and awareness of school and district events and policies to better assist the public in an informed manner.
- Proven ability to work independently and collaboratively while under a high degree of pressure to meet deadlines.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate.

Empower With Equity and Excellence”.

Knowledge, Skills, and Abilities Desired:

- Knowledge of school district operations.
- Familiarity with student records systems.
- Familiarity with Qmlativ, Google, and relevant Microsoft platforms.

Working Conditions:

Physical Demands – The position is primarily office-based, requiring frequent sitting at a desk and extensive use of a computer. The role involves occasional standing, walking, and reaching. The employee may need to lift, carry, push, or pull objects weighing up to 25 pounds. Fine motor skills and finger dexterity are necessary for computer work and handling office equipment.

Work Environment – Work is performed primarily in an office setting within a school district department. The position involves regular interaction with staff, students, and the public, requiring professionalism and a service-oriented approach. The noise level is generally moderate. Occasional travel between district sites may be required. The employee may experience exposure to common workplace conditions, including interactions with individuals experiencing stress or conflict.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.