

San Rafael City Schools

Position Description

Position: School Office Coordinator	Work Calendar: 209 Work Days
Department/Site: Elementary School Sites	Non-exempt
Reports to/Evaluated by: Principal/Designee	Salary Grade: 116

Summary

Coordinates work activities for the main office and performs responsible and complex secretarial and clerical duties for a Principal of a middle, alternative, or elementary school. Assists the Principal by performing routine administrative tasks and coordinating the workflow and clerical support activities of the school office.

Distinguishing Career Features

The School Office Coordinator has functional responsibility for an elementary school office or the equivalent program in scope. The School Office Coordinator organizes and performs a variety of administrative support duties which may vary site-to-site. On behalf of the Principal, the School Office Coordinator organizes work to optimize available time and meet timelines, all the while applying knowledge of general office and information flow, attendance, registration, and budget. Advancement to this level requires the ability to develop, install, and apply work methods and quality standards that are effective, efficient and consistent with the policies, guidelines and directives established by the Principal or District policies and procedures.

Essential Duties and Responsibilities

School Office Coordinators are qualified and capable of performing all of the following, and may oversee a portion depending on specific needs and staffing levels of the site.

- Coordinates and performs school office activities. Develops and implements best practices for information and document flow in the office, and to and from teachers/classrooms and specialists.
- Coordinates communications about school activities, events and timelines to relieve the Principal of routine administrative details and conveyances to parents.
- Performs specialized administrative support and secretarial duties for the Principal and other credentialed staff. Composes letters, memoranda and bulletins independently within scope of authority. Schedules appointments and maintains calendars.
- Registers or coordinates with District resources to on-board students into the school. Receives files and initiates contact with former schools to obtain official records. Enters data into a student information system and creates a permanent record.
- Maintains up-to-date student data files. Composes correspondence, reports, bulletins, memoranda, manuals and other materials from standing instruction, notes, and meeting recollections.
- 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.

- Monitors the recording of student attendance to maximize average daily attendance. Oversees and may review reports to verify correctness of information, and participates in preparing monthly reports to the District.
- Coordinates and monitors requests for substitute teachers and other staff, including class rosters, instructors, contact information, schedules and classroom access.
- Provides support to processing of certificated and classified payroll items. Maintains absence records and reports with respect to personnel.
- Prepares from rough drafts or verbal instructions a variety of materials including master schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data.
- Requisitions, receives, stores and distributes supplies and office materials. Maintains materials and supply inventory.
- Performs research as directed by the Principal. Computes and compiles information and statistics on subjects related to student attendance, demographics, and achievement.
- Receives and reports maintenance issues to Facilities Maintenance.
- Coordinates and participates in the registration of students. Follows up to obtain records from previous schools.
- Coordinates and provides administrative support to special events such as those for visitations, open house, and parent engagement.
- May provide first aid and control and/or administer medications to students as authorized and trained by a Registered Nurse.
- May provide work direction and guidance to other support staff.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used at the school site for student attendance and records. Requires basic skill at facilitating problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work productively and cooperatively with diverse groups within the District, and exercise patience when dealing with internal and external customers, and convey technical concepts.

▪ Abilities

Requires the ability to independently perform all of the duties of the position in an environment dominated by interruptions. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret,

explain and apply knowledge of District and site organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff and customers using patience and courtesy, and in a manner that reflects positively on the organization unit.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an acceptable rate to keep up with work requirements, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

▪ **Education and Experience**

The position typically requires a high school diploma, supplemental college business courses and 4 years of progressive experience in a clerical, financial and secretarial capacity. Additional post-secondary education may substitute for some experience.

▪ **Licenses and Certificates**

May require a valid driver's license. A first-aid and CPR card with a reasonable time.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

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Board Approved: