

ST. CHARLES PARISH PUBLIC SCHOOLS
SCHOOL OFFICE SPECIALIST

Job Title: School Office Specialist
Salary Grade: Steps 0-6
Work Year: 200 Days, 8.0 Hours/Day or
260 Days, 8.0 Hours/Day
FLSA Status: Non-Exempt
Department: Specific School Based
Reports To: Principal

PURPOSE– The job of School Office Specialist is done for the purpose/s of providing complex and confidential secretarial and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

ESSENTIAL FUNCTIONS

- Compiles data from a wide variety of sources (e.g. student information, time sheets, calendars, expenditures/budget, internet research, etc.) for the purpose of preparing reports, making recommendations and/or preparing information for principal
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, in-service events, conferences, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion
- Maintains a variety of manual and electronic documents files and records (e.g. student attendance reports, budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements
- Monitors a variety of activities on behalf of assigned Administrator (e.g. program components, student enrollment documents, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information

- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel
- Processes a variety of documents and materials (e.g. time sheets, student enrollments, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements
- Procures supplies and materials for the purpose of maintaining availability of required items
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

PROFESSIONAL ATTITUDE AND CONDUCT FACTORS

Quality of Work-attention to detail and accuracy of work produced

- Completes tasks, reports, and documents accurately according to specified timelines and expectations
- Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability-punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary

Communication Skills-both verbal and written work is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments
- Demonstrates skill in giving and receiving feedback

Interpersonal Skills-works cooperatively with colleagues, students, parents and vendors

- Accepts and recognizes the value of the contribution of others
- Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- Accepts and uses constructive feedback
- Attends and constructively participates in meetings and professional development activities
- Treats all stakeholders in a respectful and helpful manner

- Develops leadership and responsibility in colleagues and students if applicable

Personal Impact-presentable, appropriate appearance for position, represents district positively

- Dresses for success according to job responsibilities
- Displays confident posture and maintains self-control
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of the schools and districts
- Develops and maintains a safe and caring environment for all of our customers

Productivity-performs work efficiently, on time, effectively uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions
- Minimizes bias in self and others and accepts responsibility for his/her own actions

Teamwork-works with fellow employees in harmony without creating stress

- Cooperates with building and district staff in planning and evaluation

Adaptability-accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor
- Cooperates with administration in the performance of additional duties

Policy-follows Board Policy and Procedures

- Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately
- Adheres to ethical, legal and professional standards
- Refrains from revealing confidential information

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and office management; and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operates equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment.

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Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: effectively communicating with diverse groups; Maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required

Education: High school diploma or equivalent

Employee's Signature

Date

Supervisor's Signature

Date