



## High School Office Supervisor

**FLSA Status:**  
Non-Exempt

**Qualifications:**  
High School Diploma (required)

**Experience:**  
Job related experience with increasing levels of responsibility

**Clearances:**  
Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**  
Range 17

### Reports to

Building Principal

### Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy

### Purpose Statement

The job of HS Office Supervisor is established for the purpose/s of providing complex administrative and secretarial support to principal; overseeing the day to day school office activities and relieving the principal of administrative details; monitoring assigned activities; and providing information, recommendations and/or direction as may be requested by principal.

### Essential Job Functions

- Acts on behalf of assigned administrator(s) in their absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
- Processes payments for a variety of events (e.g. gate, donations, fines, fees, fundraisers, field trips, vendors, and various activities) for the purpose of documenting and completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g., time sheets, budget reports, specialized reports, personnel records) for the purpose of processing data in compliance with financial, legal and/or administrative requirements.
- Composes a variety of documents (e.g., correspondence, agendas, minutes, newsletters, bulletins, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinates a variety of events, projects, functions and/or program components (e.g facility usage, meetings, in-service events, graduation, parent teacher conferences, registration, professional development, travel and accommodations)
- Coordinates daily substitute activities (certificated and non-certificated) for the purpose of ensuring that staff absences are covered in a timely manner and that student safety and educational process needs are met. Ensures coverage of classroom for meetings and other teacher duties as needed.
- Maintains a wide variety of manual and electronic documents files and records (e.g., student registration data, student course guide, parent/student handbooks, teacher handbook, master calendar, budget data, employee records, financial records, reports) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Oversees day-to-day office workload at assigned school location for the purpose of ensuring the completion of activities in an accurate and timely manner.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, operational procedures, manuals, programs, certificates) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Processes documents and materials (e.g., time sheets, work orders, requisitions, travel reimbursements, budget transfers, reconciliation of pcard purchases) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Procures supplies and materials for the building for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories (e.g., donations, requisitions) for the purpose of maintaining accurate account balances.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, parents, students, public agencies) for the purpose of providing information or direction and/or facilitating communication among parties.
- Acts on behalf of the school working with outside vendors (e.g. purchasing, event space, catering, surveys and vending)
- Supports Principal and other assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Proficient in the following programs: Microsoft Word, Excel, Google Docs/Apps. Knowledge of Adobe Pro, InDesign and student databases a plus.
- Consistent and regular attendance is an essential function of this position.
- Require to use the time clocking system for clocking in and out each day. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission, and values of the district

### **Other Job Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Be able to understand and submit online reports to state and federal agencies.
- Have the ability to learn new systems and software.
- Ability to prioritize, multi-task and change directions quickly.
- Ability to work events (nights and/or weekends) as needed.
- Problem solving skills
- Customer focused
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Monitors copy machine and fax. Place service calls as needed.
- Attends meetings and trainings and directed.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to 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 utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

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: business telephone etiquette; concepts of grammar and punctuation; and pertinent codes and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify 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 operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working independently; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; setting priorities; and establishing and maintaining effective working relationships.

**Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Conditions and Environment**

Employee will be required to regularly work inside. This job is performed in a generally clean and healthy environment.