

PERSONNEL COMMISSION

Class Code: 3349
Salary Range: 26 (S1)

HIGH SCHOOL OFFICE SUPERVISOR

JOB SUMMARY

Under the direction of a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site. **E**
- Plan, organize and coordinate a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at the assigned senior school site. **E**
- Coordinate communication between the office and faculty, students, parents and outside organizations; greet visitors and initiate and receive telephone calls; provide detailed information concerning school policies, procedures, actions, activities, programs and schedules; request necessary information; take and transmit messages as appropriate. **E**
- Facilitate communications and serve as a liaison between District and site personnel, parents, students, school and community organizations and the general public; coordinate activities, resolve issues and exchange information. **E**
- Train and evaluate assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Maintain payroll for certificated, classified and other assigned staff; verify and compute employee time cards; obtain proper signatures; receive and distribute paychecks; maintain confidentiality of sensitive and privileged information. **E**
- Prepare vacancy assignments and additional hourly elections for certificated and classified staff; prepare verifications of employment and review applications of athletic coaches for accuracy; provide salary and contract information as appropriate. **E**
- Collect, compile, organize and record a variety data for various reports related to

- attendance, enrollment, personnel, payroll and school activities; prepare and maintain lists, records, files and logs. *E*
- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures. *E*
 - Prepare purchase orders for various departments; prepare a variety of budget and financial materials, correspondence, reports and statistical information; monitor revolving cash fund; write checks; submit forms for fund reimbursement; monitor expenditures and assigned account balances; complete appropriation transfer documents. *E*
 - Perform secretarial duties for the administrator; compose, prepare, type, proofread and distribute a variety of written communications including correspondence, special bulletins, forms, notices and memoranda independently and from oral instructions; schedule appointments and meetings; prepare and maintain the school master calendar. *E*
 - Plan and schedule a variety of special events including conferences, orientations, parent activities, staff meetings, field trips and others. *E*
 - Requisition, receive, store and distribute school and office supplies and materials; maintain material and equipment inventories. *E*
 - Request substitute teachers as needed; assure adequate coverage of classrooms; greet and assist substitute teachers by providing keys, materials and pertinent information; maintain accurate attendance records and prepare time sheets. *E*
 - Maintain and account for school site keys; request keys as necessary. *E*
 - Perform a variety of duties related to the maintenance of the school site; receive requests for service and forward to appropriate District departments; maintain related records. *E*
 - Receive, sort and route mail; compose replies independently or from oral directions. *E*
 - Operate a variety of office equipment including a computer, typewriter, copier and fax machine; arrange for repairs of equipment as needed. *E*
 - Administer routine first aid to students and staff as assigned by the position; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed. *E*
 - Review, approve and deliver messages and announcements made to students and staff over the PA system. *E*
 - Attend and participate in a variety of in-service trainings and meetings. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

High School Office Supervisor incumbents are assigned to a high school or a special school such as adult school or the Avalon school site with a complex schedule, diverse programs, counseling activities and a larger staff. The Avalon school site incorporates four schools with students enrolled in grades K-12. Duties are assigned with only general instructions about procedures to be followed and results expected. School programs usually involve considerable diversity with students where discipline and interpersonal

relationships are important and involve frequent and responsible public contacts. Senior schools are generally large, have a comprehensive curriculum, extensive athletic and student activity programs and are staffed by a large number of certificated and classified employees who work closely with the High School Office Supervisor. Incumbents train and supervise assigned staff.

EMPLOYMENT STANDARDS**Knowledge of:**

School office terminology, practices and procedures.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
Financial and statistical record-keeping techniques.
Business letter and report writing techniques.
Telephone techniques and etiquette.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Basic first aid.
Health and safety regulations.
Operation of a computer and assigned software.

Ability to:

Perform a wide variety of complex and responsible clerical and secretarial duties to coordinate school office activities and to relieve the Co-Principal or Principal of administrative detail.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Maintain good public relations with students, parents, teachers and the public.
Train and evaluate personnel.
Understand and resolve issues, complaints or problems.
Assure smooth and efficient school office operations.
Analyze situations accurately and adopt an effective course of action.
Answer telephones and greet the public courteously.
Compose correspondence and written materials independently or from oral instructions.
Work independently with little direction.
Prepare and maintain financial and statistical records.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.

Compile and verify data and prepare reports.

Education and Training:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

Experience:

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.
Potential for contact with blood and other body fluids.
Exposure to bloodborne pathogens and communicable diseases.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 6/22/2000
Rev: 3/8/2007