Posting Date: April 19, 2021



NOTICE OF VACANCY

**Application Deadline**: UNTIL FILLED

**TITLE**: **Office Manager**

**REPORTS TO**: Principal

**SUPERVISES**: N/A

**TERM**: TBD

**JOB GOAL**: Under the direction of the Principal, perform a variety of secretarial and administrative assistant duties to assist the Principal with administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information in support of school operations and activities as assigned.

**Qualifications:**

* Graduation from High School or GED
* Demonstrated organizational skills
* Verbal and written communication skills
* Proficiency with computers and office equipment

**EVALUATION:** Performance of this job will be evaluated in accordance with

provisions of the Board’s policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES**:

Job Description: Office Manager

* Perform a variety of secretarial and administrative assistant duties to assist the Principal with administrative and clerical detail
* Plan, coordinate and organize office activities and coordinate flow of communications and information in support of school operations and activities
* Assure smooth and efficient office operations of assigned school.
* Perform a variety of clerical duties related to student attendance, including registrar, accounting and recordkeeping activities as assigned by the position
* Provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting
* Provide public relations and liaison services; initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; serve as a liaison between the administrator, teachers, District staff, outside agencies, students, parents and the public
* Receive visitors, including administrators, staff, students, parents and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator
* Provide technical information related to school operations and related programs, events, timelines, requirements, rules, regulations, policies and procedures.
* Compose, independently or from oral instructions, note or rough draft, a variety of materials
* Provide secretarial assistance to various school site faculty and staff as required including arranging substitutes and entering substitute information/workdays
* Prepare and maintain a variety of records, logs and reports related to assigned activities; establish and maintain filing systems
* Receive, sort, open and distribute incoming mail, e-mail, packages and prepare outgoing mail
* Attend and participate in various meetings and in-services as assigned.

**APPLICATION PROCEDURE:**

Submit a Fayette County Public Schools online application found at www.fcsk12.net. The application is on the apply page.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.