

Anoka-Hennepin Independent School District #11
Job Description

Title: School Office Supervisor
Reports to: Building Principal / Office Administrator
Prepared Date: January 2022

SUMMARY OF RESPONSIBILITIES

Under the supervision of the Principal, the School Office Supervisor serves as supervisor to Educational Office Professional(s) for a school. School Office Supervisor will organize, direct, and perform varied and complex clerical and secretarial work with confidentiality and sensitivity. Oversee the day-to-day operations of school's Main Office processes, procedures, and environment. Ensure the office runs efficiently and that administration and clerical staff have what they need to be successful (e.g., training, supplies, a safe work environment).

DUTIES AND RESPONSIBILITIES:

- Supervise school office and provide secretarial support to Principal/Assistant Principal and office staff as required.
- Create and maintain a pleasant, professional work environment, ensuring high levels of organizational effectiveness, communication and safety for the day-to day operations and procedures of the school's main office.
- Maintain Principal's calendar, screen calls, receive visitors, and respond to requests for information and assistance as appropriate.
- Maintain certificated and classified employee payroll and attendance records, utilizing the District absence reporting system (Aesop / Skyward). Monitor daily staffing levels and maintain weekly staffing reports.
- Coordinate and implement communications and projects generated by the principal's office, including word-processing, payroll, scheduling, written and oral communication, and all other general clerical responsibilities.
- General supervisory responsibility for school's Education Office Professional staff including organizing, coordinating, and oversee the work duties and office procedures to ensure they work productively and meet deadlines and district standards.
- School Office Supervisor will have working knowledge of, understanding of, and familiarity with all main office duties and functions. Standard main office duties to be performed by School Office Supervisor or delegated to the appropriate Educational Office Professional staff member may include, but are not limited to:
 - Main office functions/Projects/General office support: Process and enter payroll. Clerical support for Principal and Assistant Principals, Targeted Services, Media Center, Counseling Office, student files, records requests, and clerical projects. Monitor/maintain the various school budgets, including office budget, and ensure accurate and timely reporting. Issue and retrieve keys and class packets to/from substitute teachers and orientate substitutes regarding their assignments. Maintain control of school facility keys, assign and distribute keys to certificated and classified staff as necessary. Compose school wide communications, correspondence, and a variety of bulletins, newsletters, memos, emails, requisitions, forms and update the school master calendars. Assist with implementation and coordination of emergency procedures for School Site Disaster Plan. Detention coordination. Write and process Employee Data Forms and Extra Service Agreements. Work with confidential information such as employee data, student data, and correspondence.

- Receptionist, greeting the public, filing, typing, data entry, door security system, copying, mailroom duties, door security system.
- Student Registration: Register new students. Maintain all student records. Locker assignment. Exhibit exemplary communication skills and understanding of data privacy laws as they pertain to student information.
- Student Attendance: Track student attendance; maintain student attendance records.
- Data Management: Maintain and support Student Information and Data Management System.
- Testing Coordination: Assist with testing coordination and registration.
- Ordering Supplies: Coordinate purchase orders, P cards; ordering building supplies; processing invoices.
- Provide training, evaluation, assign and monitor the work of Educational Office Professional staff, student helpers, and volunteers.
- Perform other responsibilities and tasks as assigned by school Principal.

SUPERVISORY RESPONSIBILITIES

Educational Office Professional staff.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent. Previous experience as an office secretary or office supervisor and experience working in an office environment. Familiar with Synergy preferred. School district experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

Ability to direct, supervise, train, and evaluate building Educational Office Professional staff.

Ability to communicate accurately, effectively and courteously both orally and in writing to a diverse audience under busy and/or difficult/confidential situations.

Ability to compose correspondence and written material independently.

Excellent time management skills, organizational skills, and ability to multi-task and prioritize work with accuracy and attention to detail.

Problem solving skills and flexibility.

Knowledge of school office practices and procedures.

Knowledge of English usage, spelling, grammar and punctuation.

Ability to effectively plan, organize, and prioritize work of self and others in a demanding environment.

Strong customer services skills, reliable with patience and professionalism.

Ability to establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

Ability / desire to work cooperatively with department, district staff and public.

Ability to rapidly learn procedures and software as required.

Strong technology/computer skills, including experience and proficient with a variety of office software including MS Office software (Word, Excel, PowerPoint) Google Apps, spreadsheets, presentations, word processing, databases, Gmail and internet applications.

Hands on experience with office machines (e.g. copiers, fax machines, printers)

Ability to maintain files, databases, manage information systems, statistical, financial and other records rapidly and accurately.

Ability to learn Federal, State, District codes and regulations including school policies and procedures.

Ability to provide leadership and direction to other support staff assigned to the school.

Ability to direct, supervise, train, and evaluate building Educational Office Professional staff.

Ability to assist Principal with corrective discipline and adjustment of grievances.

Ability to maintain regular attendance, which includes completing an assigned day.

Must be able to lift a minimum of 25 pounds.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Must be physically working in the building.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office setting.