

St. Helena Unified School District

Position Description

Position: Office Services Team Leader	Position Number:
Department/Site: K-8 environments	FLSA: non-exempt
Reports to/Evaluated by: Principal	Salary Grade: 116

Summary

Coordinates work activities for the main office and performs responsible and complex secretarial and clerical duties for a Principal of an elementary school. Assists the Principal by performing routine administrative tasks and coordinating the workflow and clerical support activities of the school office.

Distinguishing Career Features

The Office Services Team Leader is the first in a career path designated for school site office leadership. Team Leaders have functional responsibility for an elementary or middle school office. The Team Leader organizes, oversees, and performs a range of duties, although they may vary site-to-site. On behalf of the Principal, the Team Leader, organizes work to optimize available staffing and timelines, all the while applying knowledge of general office and information flow, attendance, registration, records and budget. The Team Leader may also provide administrative support to teachers with special assignments such as athletics. Advancement to this level requires the ability to develop, install and monitor work methods and standards that represent best practice and are consistent with the policies, guidelines and directives established by the Principal and District. Advancement to Senior Team Leader at the High School based on need, advance expertise in computerized student applications and the ability to oversee and participate in a full range of secondary school support.

Essential Duties and Responsibilities

- Coordinates school office activities. Coordinates communications regarding school activities, events and timelines to relieve the Principal of routine administrative detail.
- Performs secretarial duties for the Principal. Composes letters, memoranda and bulletins independently within scope of authority. Schedules appointments and maintains calendar. Oversees distribution of mail.
- Assists in the preparation of the school budget. Organizes historical budget and financial materials for proposals and monitors expenditures against approved budgets. May coordinate information requests and proposals from parent and other groups.
- Monitors approved budgets and prepares periodic reports and feedback to the Principal, District administration and outside agencies as mandated or requested.
- Organizes and participates in student registration, and updating of student demographic information, grades, test scores, and other private information to databases.
- Coordinates and monitors requests for substitute teachers. Assembles materials for substitutes and provides orientation on items such as programs, schedules, and curriculum needs.

- Coordinates and monitors student attendance recording done by others to assure accuracy. Reviews weekly and other reports to verify and compare enrollment trends, determine correctness of information, and prepare reports to the District.
- Processes certificated and classified payroll items. Maintains absence records and reports with respect to personnel.
- Assists substitute teachers and classified personnel by providing them with keys and materials. Prepares substitute personnel time sheets and releases or retains the substitute at the end of the day.
- Arranges meetings. Notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed.
- Provides information over the phone or in person to parents, students or school personnel as appropriate. Routes calls to appropriate persons and authorities.
- Prepares schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data. Prepares and/or coordinates preparation of handbooks, newsletters, and other documents, reviewing materials for grammar, completeness and accuracy.
- Prepares and processes purchases orders and internal requisitions. Receives, verifies, stores, and distributes purchased materials. Maintains materials and supply inventory.
- Performs research as directed by the Principal. Computes and compiles information and statistical reports.
- Reports and prepares work orders for necessary repairs to buildings and equipment.
- Coordinates special events such as those for visitations and fund-raising. May collect, deposit and account for money collected in conjunction with fund-raising and other student and school activities. May administer a revolving cash fund.
- Provides work training and guidance to other clerical staff, students, and volunteers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used in education, and data entry onto custom databases. Requires basic skill at facilitating problem-solving processes. Requires sufficient math skills to perform basic financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work productively and cooperatively with diverse groups within and outside the District, and exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to independently perform all of the duties of the position in an environment dominated by interruptions. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of District and site organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff and customers using patience and courtesy, and in a manner that reflects positively on the organization unit.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate (50 w.p.m.), operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position typically requires knowledge equivalent to a high school diploma, supplemental college business courses and 4 years of progressive experience in a clerical, financial and secretarial capacity. Alternatively, an Associates Degree and two years of progressive secretarial experience would be acceptable.

- **Licenses and Certificates**

May require a valid driver's license. Requires a first-aid card.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.