



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Office Manager Confidential – High Schools and Technical Colleges  
**JOB CODE:** New  
**CLASSIFICATION:** Non-Exempt  
**PAY GRADE:** 9  
**BARGAINING UNIT:** COPA  
**REPORTS TO:** School Principal or designee  
**CONTRACT YEAR:** Multiple

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**POSITION GOAL:**

Oversee, coordinate, organize and perform the confidential day-to-day administrative functions for the assigned school or technical college. Provide secretarial assistance to the Principal and other school-based administrators. Serve as a liaison for staff, students, parents, and District personnel.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Office Manager Confidential – High Schools and Technical Colleges shall carry out the performance responsibilities listed below:

- Serve as the primary administrative assistant to the School Principal and acts as the lead clerical support for an assigned high school or technical college.
- Coordinate with various District functions (i.e. Human Resources & Equity, Payroll, Finance, Maintenance, Transportation, etc.) to facilitate resolution of administrative and operational issues that arise at the school.
- Provide back-up support for all administrative functions at the school, including front office reception and all other capacities as required to ensure support for school operations.
- Receive, research, route and/or respond to inquiries from parents, students, staff and the general public regarding school operations, programs, or matters of policy and procedure.
- Coordinate office procedures for clerical staff, including pre-planning and year-end tasks, and other special projects.
- May contact parents/guardians regarding alternative means of transportation due to inclement weather, illnesses, or bus delay.
- Demonstrate and promote exceptional customer service amongst clerical staff at the school, greeting students, parents and staff in a courteous manner and making every effort to address and resolve issues efficiently.
- Provide back-up assistance to front office and ensure adequate coverage during staff absences.
- Serve as the primary payroll contact for the respective school which includes responsibility for entry of employee information into applicable systems, creation of I-forms, generating and review of payroll reports for accuracy prior to submission, and researching employee payroll concerns.
- May serve as liaison to the Business Support Center and other departments, as needed.
- Coordinate the administration of personnel transactions, including posting of job vacancies, scheduling of candidate interviews, collection and review of employment forms (e.g., new hires, job changes and separations), processing of pay supplements, maintenance of employee records, and all other duties required to ensure support for school staff.
- May coordinate the security clearance process for school staff, volunteers and visitors.
- Open mail, assemble material for review and use by school administration.
- Attend, participate and assist with various meetings, events and school functions as requested.
- May provide medical care to ill or injured students, including the administration of medication, as authorized, in the absence of a school nurse.
- Compose and edit various correspondence including forms, memorandums, reports, and staff bulletins.
- Maintain and update school information resources, including policies, programs and procedures, and other material. Safeguard all confidential information regarding staff and students.
- Coordinate the annual disposition of records in accordance with the established processes and school policy.

- Monitor calendars and schedule staff and parent meetings. May participate in meetings to record and transcribe minutes as requested.
- May assist Principal with the school budget as needed, including the monitoring of budget balances and the research of discrepancies.
- May maintain the sign out key log and distribute keys to respective staff members, as requested.
- Promote and maintain positive communication and relations with parents and the general public concerning the school and the District.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the Principal or designee.

#### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- A standard high school diploma or satisfactory completion of an approved General Education Development Testing Program.
- A minimum of five (5) years of progressively responsible experience in a clerical or administrative support position.
- Advanced interpersonal skills and ability to interact effectively with the public; demonstrated sensitivity to the problems and emotional distress of students, parents, and other school/department constituents.
- Demonstrated ability to effectively multi-task administrative priorities in a fast paced, high volume office setting.
- Demonstrated ability to communicate effectively and tactfully, both verbally and in writing.
- Demonstrated knowledge of school operations, policies and procedures.
- Computer skills as required of the position, including proficiency in the Microsoft office suite and keyboard functionality.

#### **PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned associate's degree from an accredited institution.
- Successful completion of computer keyboard skills exam: Speed – 40, Accuracy - 70
- Prior work experience in a school office setting, including bookkeeping, budget planning, personnel administration, payroll, or a related administrative discipline.
- Prior experience interacting effectively with adolescent students and adult learners in an educational setting.
- Bilingual skills.

#### **SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently work with parents and students, as necessary; interact with District staff, Board Members, elected officials and the general public with regard to various inquiries.

#### **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

#### **EVALUATION:**

Performance will be evaluated in accordance with Board Policy.