

School Office Manager K-12

Position Details

Class Code: 0312

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, is responsible for secretarial duties and other related office management assignments in an elementary or secondary school.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Determines work priorities; trains new staff/volunteers/substitutes; schedules coverage for lunches and breaks for support professionals.
2. Directs staff in preparing and maintaining attendance/enrollment records; compiles reports regarding attendance.
3. Directs staff on files/records regarding rules/regulations, class schedules, cumulative records, transfers, registrations, and address cards.
4. Directly oversees support professionals, overseeing their duties and ensuring they align with school policies and procedures; tracks and prepares support evaluations.
5. Responsible for managing the Human Capital Management (HCM) System and timesheets for licensed, administrative, support, and substitute personnel; tracking staff absences and assuring the correct time has been submitted in HCM; responsible for entering extra duty time for licensed staff; auditing absences entered into HCM and SmartFind for substitute coverage.

6. Responsible for requisitioning, ordering, receiving school supplies/equipment, and tracking inventory.
7. Compiles reports regarding child health/welfare, damage/theft, accidents, personnel, and Parent-Teacher Association (PTA) activities.
8. Performs financial duties (receiving, collecting, verifying, depositing, posting, distributing, etc.) to manage school banking funds for school programs, athletic events, and student activities; maintains detailed financial records; audits and balances the school fund account, and oversees expenditures on budgeted accounts.
9. Reviews and verifies accuracy of cash disbursement documentation; ensures integrity of expenditure records and fiscal activities.
10. Responsible for credit card management and payments, processing and receiving, and reconciling purchasing cards.
11. Examines and verifies comprehensive checking account record entries, executes stop-payment of checks and initiates retrieval of funds paid in error.
12. Prepares, records, and obtains signatures on School Generated Funds (SGF) monthly meeting minutes; distributes copies appropriately; may be a part of the SGF Committee.
13. May be a designated contact person for businesses (donors, sponsorships, grant opportunities, etc.) to contact for school projects.
14. Arranges for the care of ill students; may administer First Aid, when necessary, requiring knowledge of health protocols and immediate response capabilities.
15. Works with school staff in developing, coordinating, and implementing efforts to strengthen student/school/community partnerships and community outreach activities.
16. Assists with any and all liaisons between school, teachers, parents/guardians, community groups, and agencies/organizations to provide information on school programs/services; gathers or relays information on school-related matters; provides information to the public, teachers, students, and other employees regarding school activities and policies; handles parent/guardian concerns; organizes events for students and parents/guardians.
17. Maintains communication with Region and Clark County School District (CCSD) Personnel, when necessary.
18. Communicates with parents/guardians regarding school concerns as needed, on a wide variety of topics.
19. Organizes, prepares, and conducts student/staff recognition activities; assists with Staff Appreciation.
20. Responsible for confidential employee (personnel) files.

21. Responsible for entering requisitions in Taleo to advertise vacant positions within school; works with Human Resources for requisitions, position control requests for position movements and new positions within school.
 22. Responsible for the payroll of all employees on site, ensuring accurate and timely processing of payroll entries, handling payroll discrepancies, and managing substitute payroll.
 23. Prepares Infinite Campus rights requests to provision new staff.
 24. Performs audit/reconciliation tasks for invoices, requisitions, and bank deposit slips; ensures accuracy of school checking account records.
 25. Assists the CCSD's Internal Audit Department in compiling all pertinent information during audits.
 26. Obtains and relays information from visitors based on their needs.
 27. Maintains the administrative calendar, schedules meetings, and coordinates appointments/conferences for school administrators.
 28. Prepares letters and reports in conformance with given principles of style.
 29. Ensures all policies and regulations of CCSD are followed.
 30. Issues and manages the inventory of keys and Centegix badges to staff, checks regularly for badge health, and replaces badges as needed.
 31. May perform minor equipment repairs.
 32. Submits work orders for site-funded projects and acts as the liaison between Construction Management and the site.
 33. Monitors renewal of annual service contracts.
 34. Ensures all paperwork is completed, necessary insurance is acquired, and requests transportation for school field trips.
 35. Demonstrates the ability to resolve issues and concerns at the lowest level.
 36. Plans all out-of-district travel for staff.
 37. Conforms to safety standards, as prescribed.
 38. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves coordinating and supervising clerical/secretarial activities related to elementary or secondary school office operations.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD policies, regulations, and procedures; ability to explain/apply CCSD policies and procedures.

2. Strong knowledge of bookkeeping procedures and practices.
 3. Knowledge of secretarial procedures and practices.
 4. Ability to interpret written and verbal instructions/regulations.
 5. Ability to maintain confidentiality of information.
 6. Ability to administer First Aid.
 7. Ability to compile reports.
 8. Ability to promote public relations and deal tactfully/diplomatically with individuals.
 9. Ability to gain cooperation or conformance without authority.
 10. Ability to plan, organize, and prioritize work.
 11. Ability to work independently, under pressure, without immediate supervision.
 12. Ability to demonstrate strong multitasking skills.
 13. Ability to work flexible hours or shifts.
 14. Ability to take independent action when required and handle unique problems.
 15. Ability to recognize and report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Three (3) years' secretarial/clerical experience involving public contact.

Licenses and Certifications

1. Employee/applicant must be able to provide their own transportation.
2. School Banking Certificate. If certificate is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within five (5) months of hire into position. Registration is required through Enterprise Learning Management System (ELMS) or by calling (702) 799-5827.

Preferred Qualifications

1. Current First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificates from the American Heart Association, American Red Cross, or a similar organization. Certification training must be in person and include a hands-on component. Online courses are not considered.
2. Verified dictation score of 80 words per minute.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. School Banking Certificate, if applicable.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/04/25
- Created: 01/09/25