

JACKSON COUNTY SCHOOL DISTRICT #91

BUTTE FALLS CHARTER SCHOOL

Butte Falls, Oregon

JOB POSTING OFFICE MANAGER

Butte Falls Charter School seeks qualified applicants for an **OFFICE MANAGER** position.

- 11 month position
- 40 hours per week

GENERAL INFORMATION

Salary/Pay Rate: \$16.91 – \$18.51

JOB SUMMARY

This position is responsible for providing direct support for the school principal/administrator, maintaining student and accounting records, providing general administrative office support and greeting school patrons in school setting. Handles daily work pressures requiring a volume of work which must be completed within a specified period of time. Coordinates the work of others. Performs duties with minimal supervision.

DUTIES

This not an exhaustive or all-inclusive list of responsibilities, skills, duties or functions associated with the job.

- Provides administrative support to building principal including, but not limited to preparation of presentations, newsletters, publications, budget, tracking, calendar management, travel and room arrangements and correspondence to staff, parents, students and community members.
- Performs general office duties including answering multi-line phones, ordering supplies, greeting the public, typing, copying, filing, sorting and handling incoming and outgoing mail.
- Independently answers routine questions and correspondence not requiring the principal's attention.
- Prepares purchase orders for office and classroom supplies, and other supplies requested by teachers; prepares work orders for maintenance as needed ensuring appropriate processes are followed and documented.
- Greets parents, students and staff in main office and directs as appropriate providing guest badges, bus passes, etc.
- Maintains accurate student records including daily attendance records (truancy, tardies, excuses, and reporting), check-in/check-out, status (enrolling, withdrawing, etc.) and updates student database as required. Fulfills requests for student records by phone and written correspondence.

APPLICATION

Complete an application by clicking the "Apply" button in the upper right of this announcement. (If you are not viewing this via Applicant Tracking (Applitrack), click [*HERE*](#))

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status, veterans' status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.