

School Office Manager - Bilingual

Position Details

Class Code: 0311

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, responsible for secretarial duties and other related office management assignments in an elementary school or Prime 6 Program office.

Essential Duties and Responsibilities

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

1. Responsible for coordinating the preparation and maintenance of enrollment/attendance records.
2. Responsible for files and records concerning rules/regulations, class schedules, cumulative records, transfers, registrations, and address cards.
3. Responsible for requisitioning, ordering, and receiving school supplies/equipment.
4. Provides information to the public, teachers, students, and other employees regarding school rules/activities.
5. Compiles reports regarding attendance, child health/welfare, damage/theft, accidents, personnel, and parent-teacher association (PTA) activities.
6. Maintains financial records of Clark County School District expenditures on budgeted accounts.
7. Receives/deposits funds, records financial transactions, and audits/balances the school-fund account.

8. Arranges for the care of ill students; administers First Aid, when necessary.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Coordinates secretarial activities related to elementary school or Prime 6 Program office operations.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to explain and apply District policies, regulations, and procedures.
 2. Knowledge of bookkeeping procedures and practices.
 3. Ability to interpret written and verbal instructions.
 4. Ability to maintain confidentiality of information.
 5. Ability to administer First Aid.
 6. Ability to compile reports.
 7. Ability to promote public relations and deal tactfully/diplomatically with people.
 8. Ability to gain cooperation or conformance without authority.
 9. Ability to plan, organize, and prioritize work.
 10. Ability to work independently without immediate supervision.
 11. Ability to multitask and work under pressure.
 12. Ability to work flexible hours/shifts.
 13. Ability to handle unique problems and take independent action when required.
 14. Ability to recognize/report hazards and apply safe work methods.
 15. 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 (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Three (3) years' secretarial/clerical experience involving public contact.

3. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
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 six (6) months of hire into position. Registration is required through Enterprise Learning Management System (ELMS) or by calling (702) 799-5827.

Preferred Qualifications

Current First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certifications 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 accepted.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. School Banking Certificate, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Selected candidates must upload verification of successful language proficiency test completion to their profile.

Examples of Assigned Work Areas

CCSD schools.

Work Environment

Strength

Sedentary/light – exert force of 10-25 lbs., frequently; up to 10 lbs., 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, a Video Display Terminal (VDT) screen, 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, 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, fax machines, telephones, filing cabinets/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: 09/07/23
- Created: 07/25/16