

# MID-OHIO EDUCATIONAL SERVICE CENTER

## JOB DESCRIPTION

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<b>Title:</b>	<b>Office Manager – PRTF School</b>
<b>Reports To:</b>	<b>Principal</b>
<b>Employment Status:</b>	<b>As Determined by the District Principal</b>
<b>Days:</b>	<b>As Determined by the District Principal</b>
<b>MOESC Salary Schedule:</b>	<b>Office Manager</b>
<b>FLSA:</b>	<b>Exempt</b>

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## QUALIFICATIONS

- Associates degree preferred or related experience
- Strong computer skills in Microsoft Office (Word, Excel, and Databases)
- Ability to communicate well both verbally and in writing
- Ability to work independently
- Must be customer service oriented and have the ability to work with the public
- Strong interpersonal skills and ability to relate well with team members
- Must be highly organized and have attention for detail
- Have a professional personal presentation
- Consistently dependable and flexible
- Open to performing new responsibilities

## GENERAL DESCRIPTION

Provide Office Manager support to middle/high school principal within a residential treatment facility.

## ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain student records and all learning management systems.
- Communicate with students previously attended schools and guardians to obtain needed information.
- Communicate as needed with stakeholders regarding school concerns and communicate concerns directly to administrators.

- Maintain an accurate class roster, and student schedules, adding and deleting information as directed by administrators.
- Oversee processes and maintain records related to admissions, filing, educational records, and discharge paperwork.
- Compile student attendance and grades to complete midterm grade cards and end of grading period cards.
- Send midterm and final grade cards to all necessary parties.
- Respond promptly to all records requests.
- Maintain current records related to billing and communicate with all stakeholders regarding submissions and revisions.
- Perform other related duties as may be assigned to the Principal and PRTF School

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

### **PHYSICAL DEMANDS**

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment

### **EVALUATION**

Performance of this job will be evaluated by the Principal of PRTF School according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***