



Office Manager

Pay Plan: EG Grade: 7

Step/Salary: \$35,976 to \$45,943, commensurate with experience and salary history.

Location: Washington, DC

Our public-school students need your expertise, passion and leadership. We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public-school students, parents, principals, teachers, and central office employees.

Duke Ellington School of the Arts serves 550 high school students and DCPS serves 45,000 students in the nation's capital through the efforts of approximately 4,000 educators in 123 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

Position Overview

At the Principal's discretion, the position may be called Office Manager or Administrative Assistant or Secretary. The incumbent is responsible for providing administrative support to the Principal, assistant principals and other school office personnel; communicating information to students, parents, teachers, staff, and DCPS Central Office; and supporting the broad array of services provided to all stakeholders.

The incumbent reports to the Principal and Assistant Principal.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Receives, screens and assigns incoming calls to appropriate persons, follows up with messages or emails
- Maintains various files, such as general correspondence, records, reports and reference materials.
- Screens incoming mail and distributes appropriately in the mail boxes.
- Prepare and send bulk mail

- Print and Photocopy documents for staff and students
- Orders office supplies and ensures that supply room is always fully stocked.
- Provides support to Administrative Officers, Business Manager and other administrative staff as necessary.
- Escorts students to and from classrooms when needed
- Types memoranda; and edits and proofreads documents.
- Sends and receives faxes.
- Assists in recording student attendance via emails, calls, tardy & early dismissals and maintains other relevant records.
- Assists in calling Spanish speaking parents regarding absences.
- Greets and provide general support to visitors
- Addresses concerns of parents, guardians, and community members who visit the school.
- Attends staff meetings, staff development workshops, conferences, and other meetings as required.
- Keeps an updated phone list for faculty and staff
- Design and implement filing systems
- Insure filing systems are maintained and current
- Performs data entry functions.
- Participates in school-based committees as necessary.
- Participate and organizes space for Duke Ellington fundraising events
- Reports to the assistant principal and principal as issues arise in the main office and school

Qualifications

- HS diploma or the equivalent.
- Experience working in an office environment.
- Microsoft Office, Excel, Power Point
- Excellent time management skills and ability to multi-task and prioritize work
- Communication and customer service skills
- Strong organization and planning skills
- Attention to detail and problem-solving skills
- Bilingual a plus

Personal Qualities of Top Candidates

- Commitment to Equity: Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- Leadership: Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- Focus on Data-Driven Results: Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- Innovative Problem-Solving: Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.

- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and nonroutine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high quality and courteous manner.

READ AND ACKNOWLEDGED: Employee Signature:

_____ Employee

Name (Printed): _____

Date:

_____ ***** Notice of Non-Discrimination In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and the D.C. Human Rights Act of 1977, as amended, District of Columbia Official Code Section 2-1401.01 et seq. (Act), the District of Columbia Public Schools (DCPS) does not discriminate (including employment therein and admission thereto) on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited. Discrimination in violation of the aforementioned laws will not be tolerated. Violators will be subject to disciplinary action.

Inquiries regarding the non-discrimination policies of DCPS will be handled as follows:

Employees with inquiries regarding non-discrimination policies related to employment and employees should contact:

Equal Employment Opportunity Specialist Office of Labor Management & Employee Relations
District of Columbia Public Schools