



Job Description

Title: School Secretary	FLSA Status: Non-Exempt	Months: 10
Supervisor: School Principal	Supervises: N/A	Range: 23
Department: Clerical/Secretarial	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under general direction, acts as a general office manager and secretary to a school principal. Serves as personal/confidential secretary facilitating administrative function of the school with pupils, teachers, staff and the public; makes decisions based on sound judgment/discretion which can have a significant impact on the credibility of the school and District with the public; provides support necessary to relieve principal of clerical/administrative detail, guide the work of clerical staff and performs other duties directly related to this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As secretary to the Building Principal serves as liaison to teachers, students, staff and parents and performs necessary secretarial/clerical duties for other administrative personnel, teachers and support staff assigned to the school.
- Operates standard office machines, including microcomputers to perform word processing functions and to enter and extract a variety of data.
- Receives visitors, answers the telephone, provides general information and explains rules/regulations to teachers, students and parents.
- Composes correspondence on a wide range of subjects requiring a thorough knowledge of the policies and procedures of the school and District and types a variety of materials such as letters, memoranda, bulletins, requisitions, claims, statistical data from rough drafts, notes or brief verbal instructions.
- Responsible for maintaining ready communications with other agencies in emergency situations.
- Receives, sorts and distributes incoming/outgoing mail, books and supplies and maintains records as necessary.
- Screens and proofreads all materials from the school for adherence to the rules and regulations of the school and District.
- Maintains and monitors files which may contain information of a confidential or sensitive nature.
- Assigns, issues and inventories room and cabinet keys issued to teachers and other authorized personnel.
- Assists in making necessary arrangements for student study trips.
- Responsible for school budget records and for any funds collected at the school.
- Administers first aid in absence of school nurse and notifies proper authorities in case of serious illness or accident.
- Prepares requisitions for purchase of materials and maintenance of buildings and grounds.
- May assist parent organization(s) with typing, duplication and distribution of bulletins and other materials.
- Provides leadership and guidance to other clerical personnel.
- Maintains School Master Calendar and generates weekly bulletins to staff. Keeps Use of Facilities Calendar.
- Works closely with parent teacher organization in scheduling of field trips and assemblies. Completes paper work to order buses.
- Orders and receives all school supplies and books.
- Performs clerical duties for School Site Council.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Skill in demonstrating sound and independent judgment in the interpretation, application or modification of existing methods and procedures and in interpreting, applying and explaining District rules, regulations and procedures and familiarity with appropriate sections of the Education Code.
- Skill in keyboarding at a net corrected speed of **60 words per minute**; ability to compose routine and specialized correspondence, bulletins, and reports using proper grammar, spelling, and punctuation and vocabulary; ability to perform arithmetic computations; knowledge of or ability to rapidly learn pertinent district policies and procedures; knowledge of modern office organization and procedures and the use of standard office machines and equipment; knowledge of and **proficiency** in the use of Microsoft Word and Microsoft Excel software and related applications typically used in offices; proficiency in the use of microcomputers; ability to train and guide the work of others; good communication skills with ability to work courteously and effectively with parents, staff, and the general public; ability to exercise diplomacy, tact, and judgment, and to assume responsibility.
- The skills, knowledge and abilities listed above would typically be acquired through **four (4) years** (48 months within the last ten years) of full-time equivalent, paid, increasingly responsible secretarial experience. College-level training in secretarial science or business administration may be substituted for the experience requirement on a year-for-year basis.
- Secretarial or clerical experience in a school environment working with students is desirable.

Knowledge of:

- Organization and coordination of secretarial and clerical support functions in support of an assigned school office.
- Organizational operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Record retrieval and storage systems.
- Mathematic calculations.

Skills/Ability to:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the school Principal of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the Principal.
- Ensure smooth and efficient office operations.
- Compile and prepare comprehensive reports related to assigned duties.
- Compose effective correspondence independently.
- Type or input data accurately at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Determine appropriate action within clearly defined guidelines.

- Add, subtract, multiply and divide with speed and accuracy.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college level course work in business, secretarial science or related field and,
- First Aid and CPR certification.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR certification within a designated probationary period.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.
- Moderate/High Stress level.

Physical Demands:

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting, standing and walking for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Reaching overhead and above shoulders to retrieve supplies or records.
- Lifting, carrying, pushing and pulling moderately heavy objects.

Hazards:

- Potential contact with blood and other body fluids.
- Hostile, angry and aggressive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.