

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** School Secretary

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To assist the Principal in the daily operation of assigned school site by performing a variety of complex and responsible secretarial support functions and to direct and coordinate the clerical work flow and activities processed through a school's site office.

**SUPERVISOR:** Principal

## **TYPICAL DUTIES:**

1. Acts as secretary to Principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the Principal of routine administrative functions not requiring his/her immediate attention.
2. Takes and/or transcribes dictation of letters, memoranda, and other documents.
3. Acts as receptionist to screen visitors and phone calls.
4. Maintains routine and confidential files.
5. Assists with Principal appointment schedule; sets up and arranges meetings and conferences.
6. Acts as resource person to teachers, students, parents, and general public regarding general and specific information on policies, procedures and activities of school.
7. Assists in arranging and assigning substitutes to fill Instructional Assistant and Playground Supervisor absences to ensure adequate coverage.
8. Collects necessary information and maintains a variety of logs and records related to employee transactions, timesheets, absences, substitute logs and records.
9. Receives, date stamps and distributes incoming mail; processes outgoing mail.
10. Collects money from students/staff for school activities and functions; receives and deposits in appropriate account or forwards to District office.
11. Confers with and assists various community agencies; obtains, verifies and provides information, delivers messages, performs clerical functions as required.
12. Registers/ withdraws students as required; processes related forms, sets up files, secures/forwards cumulative folders.
13. Orders materials, supplies and equipment; maintains records of purchase orders, invoices, expenses; inventories and logs upon arrival.
14. Attends various meetings taking notes and preparing minutes.
15. Coordinates and instructs other office employees in their work; oversees the work of student assistants.
16. Processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards; may design some forms.
17. Composes and types correspondence, memos, and/or reports from marginal notes, independently or from oral and written directions.

18. Distributes materials and information to teachers, classified employees, and students and ensures timely responses.
19. Performs basic First Aid for ill/injured students and administers medication in accordance with established District policies, guidelines, and District training.
20. In absence of Principal/Vice Principal and unavailability of teacher-in-charge, makes decisions with in strict limitations of District/school policies and procedures.
21. Monitors and responds to District communication system.
22. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Public school clerical operations and functions;
- Rules and regulations related to assigned school;
- Proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing;
- Use of proper English, spelling, grammar and punctuation.

### **Ability to:**

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Read, interpret, and apply District rules, regulations, and policies;
- Analyze situations and take appropriate action in a variety of procedural matters without immediate or direct supervision;
- Operate a variety of office equipment such as calculator, transcriber, copy machine, and computer with speed and accuracy;
- Perform mathematical calculations with speed and accuracy;
- Learn and effectively use computer software programs and related word processing;
- Understand and apply successfully a variety of complex directions to specific situations;
- Proofread accurately;
- Word process accurately at a rate required for successful job performance;
- Take and transcribe dictation with speed and accuracy using shorthand and/or transcription equipment;
- Administer First Aid;
- Establish and maintain a variety of record keeping, reference and data collection systems;
- Prioritize, coordinate, and monitor the work of others in a positive, productive, and timely manner;
- Communicate effectively and tactfully in both oral and written forms;
- Meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High school diploma or equivalent.
- Prior job related experience with increasing responsibility
- TB test clearance.
- Criminal Justice Fingerprint clearance.
- CPR and First Aid Certificate or completion of district sponsored First Aid training.

## **PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone and office equipment;
- Ability to sit and stand for extended periods of time;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.