

WISEBURN SCHOOL DISTRICT

SPECIAL PROJECTS' SECRETARY
Confidential Position

DEFINITION

Under the direction of the Superintendent or designee, to relieve routine administrative and clerical details; to perform responsible clerical work; to prepare State reports, documents for schools and the Board of Trustees; organize and maintain files, and to do other work as required.

EXAMPLES OF DUTIES

Maintains files and budgets, correspondence, memos to staff and parents and other related tasks in the area of: (E)

EIA-EL	Consolidated Application	Title III - LEP
S.I.	Beachfront	Title II,A - Highly Qualified
PAR	SDFSC	Title II,D - Technology
TUPE	LEAP	Titiel V - Innovative Projects
Staff Dev.	GATE	

Other State and Federal and Private Grants as appropriate. (E)

Note - Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

Hours may be extended during peak months. Board pre-approval required.

LICENSES REQUIRED

Possession of a valid and appropriate California Drivers License.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods and practices, including filing and computer skills.
- Receptionist and telephone techniques.
- Letter and report writing.
- Common public relations courtesies, practices, and techniques.

Ability to:

- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Meet the public and professional staff tactfully and courteously.
- Interpret and apply District Policies, laws, rules, and regulations within the scope of the office.
- Take responsibility and use good judgment in recognizing scope of authority.
- Gather information and compose correspondence independently.
- Take notes at meetings and conferences and transcribe to clear and concise reports.
- Work independently with confidential records and materials.

Perform basic business functions and make arithmetic calculations
Operate computers and standard office equipment.

Experience - Two years of varied and increasingly responsible experience comparable to that in the duties listed above, preferably in the field of public education.

Education - Graduation from high school including or supplemented by course work in office management or related field. A high school diploma is required.

REPORTS TO

Superintendent or Designee

WORKING CONDITIONS

Environment

Office environment, subject to constant interruptions.

Physical Abilities

Vision (which may be corrected)

to read small print, and maintain records.

Hearing (which may be corrected)

to communicate with staff, and to talk on telephone.

Speech

to communicate with staff, and to talk on telephone.

Dexterity of hands and fingers

to operate office equipment.

Sitting and standing for extended periods of time

to perform required duties.

Strength

To lift, push, pull and carry objects which may weigh up to 25 lbs. on an occasional basis.