

## WISEBURN UNIFIED SCHOOL DISTRICT

### SCHOOL SECRETARY

#### **DEFINITION**

Under general supervision, to lead the school office administrative support team; to manage the flow of service communication, and processes in an elementary or intermediate school office; to perform a variety of secretarial and administrative support work of above average difficulty; to provide a wide range of information to students, staff, parents, and the public; to maintain varied records; to relieve the administrator of routine office detail; and to perform related work as required.

#### **EXAMPLES OF DUTIES**

- Answers telephones, greets students, parents, public, law enforcement personnel, and others in school office. E
- Takes messages for administration, staff, and students. E
- Answers a wide variety of questions regarding school schedules; procedures, practices, and policy. E
- Provides school forms and assists in their completion. E
- Operates school intercom and walkie talkie. E
- Relieves the principal of routine administrative duties, and in the principal's absence, uses independent judgment to determine appropriate course of action in an emergency. E
- Interacts with, is supportive of, and presents a positive image to students, parents, staff, public and administration. E
- Provides authoritative information on behalf of the site administrator based upon school policy, procedure and precedent, using good judgment in referring appropriate questions and problems to the administrator. E
- Uses computer or typewriter to type correspondence, lists, bulletins, forms, labels, envelopes, flyers, reports, and other documents; uses standard office word processing and spreadsheet software; enters data to microcomputer to maintain databases such as student registration information and attendance records; enters, formats and retrieves data. E
- Prepares attendance reports for the District Office. E
- Prepares monthly time cards for certificated and classified employees. E
- Completes a variety of forms, following school and District processes to obtain services and materials, and to receive and transmit information. E
- Maintains secondary records of school budget income and expenditures; posts requisitions for warehouse supplies and buy outs; reconciles school budgetary records with official District records, identifies discrepancies and completes transactions necessary to make corrections, processes invoices to authorize payment for goods

- Establishes and maintains filing system. E
- Assists the principal in preparation, filing and maintaining confidential materials pertaining to students and employees. E
- Maintains strict confidentiality of privileged information. E
- Collects monies, prepares and records receipts; prepares deposits and transmittal records. E
- Maintains records of student body and parent organization monies; calculates lunch count. E
- Requests substitute employees, orients substitutes to site, provides keys and other information and maintains substitute payroll time cards. E
- Follows established emergency preparedness procedures during drills and emergency situations; maintains emergency preparedness records. E
- Develops and maintains calendars and schedules of school activities, administrative appointments, deadlines for specific processes, and facility use. E
- Works with, trains, and coordinates activities with volunteers and parent service organizations. E
- Receives, stores, and distributes supplies and materials; stocks equipment with paper and toner. E
- Receives, sorts, and distributes mail for school and/or office; receives, sorts, stamps, and distributes instructional materials and books; conducts physical inventories. E
- Operates and serves as key operator of standard office equipment such as photocopiers, FAX machine, calculators, microcomputers, and other equipment. E
- Directs and supervises students sent to office by teachers. E
- Registers students, checks residency, verifies guardianship, requests cumulative records, obtains immigration records, prepares student records, and enters data into microcomputers. E
- Makes requests for buses for field trips, makes reservations, prepares notification information and advises food service personnel. E
- Receives, reviews and processes free and reduced price meal applications; prepares periodic reports of free and reduced price meals. E
- Composes bulletins, instructions, newsletter, and routine reports and correspondence. E
- Sets up bulletin boards. E
- Delivers messages, clothing, and school materials to students and staff. E
- Performs related work as assigned.

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

### **LICENSES REQUIRED**

Possession of a valid and appropriate California Drivers License; valid First Aid and CPR certificates are required.

Revised: May, 1997

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- English usage, spelling, grammar, and punctuation.
- Modern office equipment and procedures.
- Basic arithmetic.
- Computer hardware and software.
- Common public relations courtesies, practices, and techniques.
- A second language.

**Ability to:**

- Perform secretarial work of average difficulty with speed and accuracy.
- Read and interpret specific rules, laws, policies, and procedures and apply them with good judgment in a variety of procedural situations.
- Make arithmetic calculations with speed and accuracy; perform business mathematic functions, and maintain financial records.
- Operate a computer, typewriter and/or FAX machine.
- Perform first aid.
- Establish and maintain indexes and files.
- Work independently with confidential records and materials.
- Type at a speed of 50 words per minute from clear, legible copy.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships. with those contacted in the course of work.
- Understand and speak Spanish.

**Experience** - Two years of increasingly responsible clerical and secretarial experience involving public contact

**Education** - Any combination equivalent to graduation from high school including or supplemented by course work in business office management or related field. A high school diploma is desired.

**WORKING CONDITIONS**

**Environment**

School office environment, subject to constant interruptions and noise.

**Physical Abilities**

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| Vision (which may be corrected)  | to read small print, and maintain records.                                 |
| Hearing (which may be corrected) | to communicate with staff, parents and students and to talk on telephone.  |
| Speech                           | to communicate with staff, parents and students, and to talk on telephone. |

Physical Abilities - (Cont'd.)

Dexterity of hands and fingers	to operate office equipment and dispense medications
Standing or sitting for extended periods of time	to perform required secretarial duties
Kneeling and bending	to work with supplies and administer first aid, if required
Strength	to lift, push, pull, reach overhead and carry objects, which may weigh as much as 25 lbs. on a regular basis