

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Academies Secretary

DEPARTMENT: Comprehensive High Schools

POSITION SUMMARY: Under general supervision, to serve as secretary to the High School Academies, and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Becomes acquainted with the literature that describes the purpose and goals of each academy program and articulates this information to the public.
2. Responds to inquiries via telephone, mail, and e-mail, and answers questions concerning curriculum, academy activities, policies and programs.
3. Prepares documents, reports and surveys, does research and maintains records for interoffice and community correspondence.
4. Prepares a quarterly newsletter for each academy program.
5. Organizes and regularly updates computer databases of student and faculty information.
6. Keeps program budget information current and organized.
7. Organizes student registration and test administration for relevant exams.
8. Schedules meetings involving students, staff and administrators.
9. Assists in the organization and implementation of academy activities including awards nights, parent meetings, luncheons, staff meetings, field trips, and student leadership.
10. Schedules facilities both on and off site.
11. Orders and maintains office supplies.
12. Orders instructional materials from a variety of vendors.
13. Reconciles budget statements with purchase order receipts.
14. Maintains computers, printers, copy-and fax machines in the office.
16. Assists with recruitment for the programs.
17. Assists with the job shadowing and community service components of the academies through phone and personal contact.
18. Prepares ongoing and numerous mailings via U.S. Mail and private vendors.
19. Offsite shopping and errands as required.
20. Supervises student office aids.
21. Works with Counseling staff to ensure students meet Academies' prerequisites and monitors student transcripts regarding student pathway guidelines, graduation requirements, and probation contracts.
23. Process paperwork for Academy conferences and workshops.
22. Performs other related duties as required.

PHYSICAL REQUIREMENTS: Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances
9. Bend, squat, stoop and/or climb for extended periods of time.

EDUCATION: High School diploma or equivalent.

SKILLS AND QUALIFICATIONS: Type at a speed of 60 words per minute. Ability to operate a computer, and a variety of software and office equipment. Ability to communicate effectively, orally and in writing; strong interpersonal skills; make independent decisions and accurately interpret policies and practices.

EXPERIENCE: Two years of business courses or two years of responsible clerical work, preferably in education.

SALARY: Range 30

Adopted:

TUSD Board 8/18/98

Revised: TUSD Board 8/12/08