

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: High School Administrative Secretary

DEPARTMENT/DIVISION: High School

POSITION SUMMARY: Under general direction of the site Principal, to provide secretarial and clerical services to the High School Administrative Staff and to do related work as required. This is a ten month position that includes ten extra work days each school year.

ESSENTIAL FUNCTIONS:

1. As directed by the Principal or his/her designee, provides Secretarial, Clerical, and Administrative Support to the High School Administrative Staff and Programs. Serves as a clerical assistant to the Principal or his/her designee. Serves as back-up for receptionist and Principal's Secretary.
2. Conducts effective communication with students, parents/guardians, staff and the public in person and via electronic communication devices; Maintains records, reports, and operates standard office machines; collects and issues changes of programs, and tallies program changes.
3. Takes and transcribes oral dictation, and composes correspondence from brief verbal instructions. Prepares agendas, sets up for meetings, takes and transcribes minutes. Prepares memos, reports and bulletins. Maintains files for the High School Administrative Staff and Programs.
4. Receives and opens office mail.
5. Act as a receptionist.
6. Receives visitors and responds to inquiries regarding the school via electronic communication devices.
7. Serves as a vital staff and public relations link through personal contact or electronic communication devices
8. Compiles confidential materials under the direction of the Principal or his/her designee relating to staff and other matters.
9. Maintains reports, databases, calendars, and other records and operates standard office machines.
10. As directed by the Principal or his/her designee, provides coordination for both classified and certificated staff in the preparation, dispensing and gathering of information, and assists substitutes and other site clerical staff
11. As directed by the Principal or his/her designee, arranges for substitutes for teachers who are to be absent due to school-related activities.
12. As directed by the Principal or his/her designee, processes departmental purchase requests, orders and inventories all general supplies, and dispenses supplies to staff and students.
13. As directed by the Principal or his/her designee, processes transportation requests for buses and school vehicles.
14. Makes announcements to the student body and staff over the intercom.
15. Assists students in office; Prepares and issues admit slips to class; checks with parents to verify absences, reports patterns of attendance problems and recurring absences; reminds students to bring excuses; picks up absence slips. Checks out students when ill, assigns students to support room when deemed necessary by set criteria.
16. Assists injured students, and completes student accident reports as necessary.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other related duties as assigned.
19. Assists counselors with registration and evening registration activities, and prepares registration paperwork and packets for parents and guardians.
20. Assists the Career Tech with Senior Scholarship night and Career Day.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of increasingly responsible clerical and secretarial experience, preferably to include at least one year of secretarial or clerical experience in a school setting.

SKILLS AND QUALIFICATIONS:

1. Knowledge of functions and types of clerical operations performed at a large public school.

2. Knowledge of office methods and practices including filing systems, receptionist and telephone techniques and letter and report writing.
3. Knowledge of business English, including vocabulary, correct grammatical usage, and punctuation.
4. Ability to interpret school district policies and regulations and apply them with good judgment in a variety of procedural matters.
5. Ability to perform difficult and responsible clerical work with speed and accuracy.
6. Ability to compile and maintain accurate and complete records and reports.
7. Ability to make mathematical calculations with speed and accuracy.
8. Ability to type at a speed of 60 words a minute from clear copy.
9. Ability to operate standard office equipment.
10. Ability to understand and carry out oral and written directions.
11. Ability to establish and maintain cooperative and effective relationships with students, parents and administrative officials.

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

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school site and District staff, students, parents and the public.

SALARY: Range 32

APPROVED: TUSD 8/25/2009