

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Secretary to Principal of Community Day and Continuation Schools

DEPARTMENT/DIVISION: Willow Community Day School and Duncan-Russell Continuation High School

POSITION SUMMARY: Under general supervision of the Principal of the Community Day School and Continuation School or designee, the Secretary of Community Day and Continuation Schools performs a variety of complex and responsible secretarial and clerical services; relieves the administrator of routine administrative and clerical duties; coordinates other clerical personnel; and performs other related work as required.

ESSENTIAL FUNCTIONS:

1. Receives and screens office visitors and telephone callers, and answers questions concerning the school and/or educational programs offered at the school site, or refers persons to another source of information.
2. Serves as vital staff and public relations link through personal and telephone contact.
3. Manages the budget accounts, processes purchase orders and maintains monthly budget spreadsheets to comply with district requirements; resolves discrepancies with vendors or purchasing department.
4. Manages the ordering and distribution of materials, supplies, textbooks and other related materials.
5. Arranges, prepares for, and gives direction to certificated and classified substitutes.
6. Makes arrangements for School Site Council committee meetings; prepares and distributes written minutes to members and staff.
7. Creates the Master Schedule for all site programs and adjusts as needed each school year.
8. Processes transcripts for all students. Updates credits earned in the Student Information System for out-of-district students.
9. Requests, forwards and maintains student CUMs. Keeps an inventory log of all incoming and outgoing CUMs to ensure appropriate transition.
10. Processes student drops and prepares county referral packets. Updates discipline records to include expulsions for CBEDS reporting.
11. Prepares reinstatement packets for Student Services and ensures all requirements are met.
12. Maintains waiting lists, ensuring eligibility for both programs and confers with counselor's regarding referrals.
13. Schedules parent-teacher conferences.
14. Registers new students, issues transfers, maintains student records, compiles monthly ADA reports, and prepares class lists and enrollment reports.
15. Prepares and distributes report cards and progress reports.
16. Supervises students in the office.
17. Prepares, transcribes and/or composes letters, reports, newsletters, bulletins, etc., including materials of a confidential nature pertaining to students and personnel.
18. Coordinates school and community activities held at the site.
19. Maintains correspondence, confidential and other files.
20. Assists teachers in preparation and duplication of instructional materials and records.
21. Compiles and verifies data for complex State and Federal reports, such as RL30, ASAM and the OCR Reports.
22. Acts as the site coordinator for CELDT testing, compiles information and researches CUMs for data needed to complete test booklets.
23. Collects, reviews and maintains attendance records, time sheets, substitute teacher time sheets, certificated and classified overtime sheets, overage sheets, etc., then forwards these to Payroll and/or Human Resources with deadlines as assigned.
24. Works with administrator in revising student and teacher handbooks as well as site plans.
25. Maintains complete inventory of school equipment and machines.

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26. Fills out staff and student accident reports and administers minor first aid to students as needed. Contacts parents in cases of illness, injury or accident. Arranges emergency transportation if needed.
27. Responsible for logging in lunch sales and maintains a current file on free/reduced lunch students.
28. Works directly with high school counselors in order to keep them informed of student progress and arrange biannual semester registration appointments for counselors and students.
29. Processes travel, conference and transportation requests.
30. Issues student work permit applications.
31. Performs all duties and responsibilities in a confidential manner.
32. Maintains regular and prompt attendance in the workplace.
33. Performs other related duties as assigned.

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 experience in a school district.

SKILLS AND QUALIFICATIONS:

1. Ability to perform responsible secretarial work requiring independent judgment, problem analysis techniques, good judgment, and confidentiality with speed and accuracy.
2. Knowledge of English usage, spelling, grammar, punctuation and vocabulary.
3. Knowledge of District programs and procedures.
4. Knowledge of accepted office methods and practices, including filing systems, receptionist and telephone techniques.
5. Ability to take responsibility and use good judgment in recognizing scope of authority.
6. Ability to deal pleasantly and effectively with visitors, both in person and on the telephone.
7. Must have strong organizational skills.
8. Ability to interpret and apply policies, laws, rules, and regulations.
9. Ability to type accurately at a speed of 55 words per minute from clear copy.
10. Ability to prepare correspondence with minimum direction.
11. Knowledge of intermediate computer skills including, but not limited to, Microsoft Word and Excel.
12. Ability to operate standard office equipment.
13. Ability to maintain cooperative working relationships with those contacted in the course of work.

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 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. 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. Lift and/or carry up to 25 pounds at waist height for short distances.
8. Bend, squat, stoop and/or climb for extended periods of time.
9. Reach overhead, grasp, push/pull up to 25 pounds 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 District and site staff, students, parents, and the public.

SALARY: Classified Range 36 **DAYS OF SERVICE:** 196