

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Administrative Secretary to the Assistant Superintendent for Educational Services

DEPARTMENT: Educational Services Department

POSITION SUMMARY: Under the general supervision of the Assistant Superintendent for Educational Services, the Administrative Secretary to the Assistant Superintendent performs a variety of complex and responsible secretarial services, clerical services, routine administrative functions and related work as required by the department. This position has been designated as a “confidential employee” position per SB160.

ESSENTIAL FUNCTIONS:

1. Serves as confidential secretary to the Assistant Superintendent for Educational Services performing a variety of clerical and technical tasks.
2. Serves as a vital staff communications and public relations link through electronic, personal and telephone contact, frequently serving as liaison with staff and public.
3. Performs a variety of complex and specialized clerical work in support of Educational Services programs and functions.
4. Composes correspondence, documents and reports from oral and written directions.
5. Composes meeting summaries after attendance at meetings and from oral and written directions.
6. Serves as the department receptionist, screens visitors, receives telephone calls and answers questions concerning the Assistant Superintendent for Educational Services’ Office, district activities and policies.
7. Provides secretarial support for certificated staff, including appointment scheduling, correspondence typing, committee minutes preparation and distribution and maintenance of department files.
8. Utilizes the District’s student information system, Excel, Microsoft Word, PowerPoint, Front Page and other computer programs for efficient and effective communication and record keeping.
9. Establishes, maintains and monitors accurate, neat and efficient electronic and manual filing systems.
10. Prepares correspondence, letters, meeting minutes, meeting agendas, memos, reports, surveys, newsletters, brochures, and other documents and communications as needed.
11. Transcribes, types and maintains a variety of materials, including special confidential correspondence and administrative files.
12. Maintains various data bases and produces appropriate reports for the department.
13. Composes correspondence independently or from brief verbal instructions.
14. Plans, coordinates, and prepares for meetings for curriculum committees, functions and operations of the Assistant Superintendent for Educational Services Office.
15. Directs the work of other designated clerical staff.
16. Coordinates the Assistant Superintendent for Educational Services’ calendar; makes necessary arrangements for school visits, meetings, seminars, and oversees arrangements for conferences, workshops, etc., conducted by or attended by the Assistant Superintendent.
17. Routes to the Assistant Superintendent for Educational Services correspondence or communications warranting his/her attention and drafts replies for his/her review.
18. Maintains computerized budgets for multiple programs and completes necessary forms and reports; maintains district calendar, handles mail and orders supplies.
19. Performs all duties and responsibilities in a confidential manner.
20. Maintains regular and prompt attendance in the workplace.
21. 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. Five years of complex and responsible secretarial experience, including at least two years of secretarial experience in a school district is preferred. Experience working with budgets and ordering is desirable.

SKILLS AND QUALIFICATIONS:

1. Knowledge of a high level of English usage, spelling, grammar, punctuation and vocabulary.
2. Knowledge of pertinent laws, rules and regulations governing school districts.
3. Knowledge of educational research methodology.
4. Knowledge of modern office methods, practices and procedures.
5. Ability to communicate effectively, orally and in writing.

6. Ability to perform a variety of highly independent, complex and responsible secretarial, clerical and administrative support services requiring independent judgment with speed and accuracy.
7. Ability to complete projects and tasks with minimal supervision and direction.
8. Ability to deal pleasantly and effectively with visitors, both in person and on the telephone in a wide variety of situations.
9. Ability to learn and apply District rules, regulations, policies and procedures.
10. Ability to type accurately at a speed of 60 words per minute from clear copy.
11. Must have strong organizational skills.
12. Advanced knowledge of a variety of computer programs, including word processing, data management, desktop publishing, graphics, and multi-media presentation programs.
13. Ability to maintain cooperative working relationships with those contacted in the course of work.
14. Strong interpersonal skills.
15. Ability to make independent decisions and accurately interpret laws and practices.

PHYSICAL REQUIREMENTS:

Employees in this position must 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. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk and bend over 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.

WORK ENVIRONMENT:

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

SALARY: LMH 14

DAYS OF SERVICE: 230

BOARD APPROVED: TUSD 5/10/2008