

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Elementary School Secretary K-5/K-8

**DEPARTMENT:** School Site

**POSITION SUMMARY:** Under general supervision of the site Principal, to provide a variety of secretarial support services and relieve the principal of administrative details; organize office activities and tasks; and to do related work as required. This is a 12 month position.

### **ESSENTIAL FUNCTIONS:**

1. As directed by the Principal or his/her designee, provides secretarial, clerical, and administrative support to the site administrative staff and programs. May act as back-up for other site staff members.
2. Organizes the work of other clerical personnel.
3. Compiles and verifies data for complex State and Federal reports.
4. Maintains payroll records such as monthly absence reports and timesheets for site employees.
5. Arranges for substitute staff as necessary, orienting them to site needs.
6. Conducts effective communication with students, parents/guardians, staff and the public in person and via electronic communication devices, and provides information regarding the school and community, or refers persons to another source of information.
7. May compose correspondence from brief verbal instruction, transcribe or compose letters, reports, bulletins, agendas, minutes, etc., including materials of confidential nature pertaining to students and personnel. Publish the school newsletter and maintain the school website.
8. May schedule parent-teacher conferences.
9. May assist in student registration, placement, preparation of class lists, and attendance/enrollment reports.
10. Enters student data in District's electronic student information system and maintains the accuracy of the data.
11. Manages the use of the facilities during and after school hours, and coordinates school and community activities held at the school.
12. Telephones and confers with parents regarding absences and other matters of student welfare.
13. Operates standard office equipment, and receives, opens and routes all mail.
14. Manages site budgets and allocation of funds, and as directed by the Principal or his/her designee, processes purchase requests, orders and inventories all general supplies, and dispenses supplies to staff and students.
15. Provides clerical assistance to teachers.

16. Administers approved medicines and gives minor first aid to pupils, and contacts parents in cases of illness, injury or accident; arranges emergency transportation.
17. Maintains records of school keys; maintains complete inventory of school equipment and machines.
18. Supervises and administers to student's needs while in the office. Supervises student office helpers, and recruits and screens parent volunteers for events such as vision screening, picture day and other site tasks.
19. Work closely with the site parent organization on activities such as fundraising.
20. Act as liaison with any contracted day care facility on campus.
21. Request any necessary repairs from the appropriate District department.
22. At K-8 sites coordinate grade related activities such as 8<sup>th</sup> grade promotion, 6<sup>th</sup> grade science camp, and 9<sup>th</sup> grade registration with high school counselors.
23. Compiles confidential materials under the direction of the Principal relating to staff and other matters.
24. Maintains regular and prompt attendance in the workplace.
25. Performs other related duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; two years of successful experience in clerical work of a responsible nature, requiring frequent contact with the public, preferably in a school setting. High school diploma or equivalent required; valid California driver's license required.

#### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of office methods and practices including filing systems, receptionist and telephone techniques and letter and report writing.
2. Knowledge of business English, including vocabulary, correct grammatical usage, and punctuation.
3. Ability to interpret school district policies and regulations and apply them with good judgment in a variety of procedural matters.
4. Make arithmetical calculations with speed and accuracy.
5. Prepare and maintain accurate and complete reports and records, including records of financial transactions.
6. Type at a speed of 55 words per minute; understand and carry out oral and written directions.
7. Ability to operate standard office equipment.
8. Assist in training and reviewing the work of site clerical employees.
9. Ability to establish and maintain cooperative and effective relationships with students, parents, community members, 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.

**SALARY: LMH Range 8**

**DAYS OF SERVICE: 204**

Adopted: Elem. Bd. 12/78

Revised: Elem. Bd. 7/14/81

Revised: TUSD Board 12/14/2010