

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Secretary to the Institute of Global Commerce and Government

DEPARTMENT: Institute of Global Commerce and Government

POSITION SUMMARY: Under general supervision of the Director of the Institute of Global Commerce and Government, to provide secretarial services and to relieve the Director of routine administrative and clerical duties and supervise clerical assistants.

ESSENTIAL FUNCTIONS:

1. Interviews office visitors and telephone callers and answers questions concerning the school or refers persons to another source of information.
2. Serves as vital staff and public relations link through personal and telephone contact
3. Manages Institute's budgets (Director's, teacher's, S.I.P., E.I.A., Title I, GATE, Special Ed, Operations, Block Grant, Health, SASI)
4. Prepares for and gives direction to certificated substitutes.
5. Arranges for clerical and custodial substitutes.
6. Maintains attendance records for management, certificated and classified staff.
7. Processes and tracks parent volunteer applications
8. Responsible for the total student body accounting procedures.
9. Supervises students in the office.
10. Schedules appointments with the Institute's administrators.
11. Prepares, transcribes and/or composes letters, reports, newsletters, bulletins, agenda minutes, etc., including materials of a confidential nature pertaining to students and personnel.
12. Receives, opens and routes mail.
13. Coordinates school and community activities held at the site.
14. Maintains correspondence, confidential and other files.
15. May assist teachers in preparation and duplication of instructional materials and records.
16. Collects, reviews and has administration approve time sheets, substitute teacher time sheets, certificated and classified overtime sheets, overage sheets, prep period coverage forms, intervention time sheets, after school food program time sheets, referee time sheets, etc., then forwards these to payroll and/or human resources.
17. Prepares for school events.
18. Works with director in revising student and teacher handbooks
19. Receives and accounts for general school budget cash funds.
20. Orders, receives and distributes all school supplies.
21. Channels all maintenance requests and prepares crew day work list.
22. Fills out staff and student accident reports and administers minor first aid to students as needed.
23. Responsible for logging in lunch sales and maintains a current file on free/reduced lunch students.
24. May assist in attendance and counseling areas.
25. Performs all duties and responsibilities in a confidential manner.
26. Processes transportation requests for buses and school vehicles.
27. Issues student work permit applications.
28. Maintains regular and prompt attendance in the workplace.
29. Performs other related duties as assigned.

POSITION: Secretary to the Institute of Global Commerce and Government

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 with speed and accuracy.
2. Knowledge of English usage, spelling, grammar, and punctuation.
3. Knowledge of school 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. Knowledge of intermediate computer skills.
11. 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/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. Stand, walk and bend over.
6. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
7. Lift and/or carry up to 25 pounds at 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 staff, students, parents, and the public.

SALARY: Classified-Confidential Range 5

DAYS OF SERVICE: 204

Board approved: TUSD 6/25/02

Revised: TUSD 6/8/04