

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ASSISTANT PRINCIPAL SECRETARY/ADMINISTRATIVE ASSISTANT**
Department: School Site
Reports to: School Site Administration

SUMMARY:

Performs a variety of responsible secretarial/administrative assistant/clerical duties for the Assistant Principal(s) and other faculty staff members; to assist with the day-to-day operations of the Assistant Principal's Office; to compile, maintain, and update disciplinary action records and related reports; to contact students, parents, and teachers regarding disciplinary related matters; assists the site administrators by relieving them of routine administrative and clerical detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Routinely meets and interacts with the public, staff, and students in situations which require tact, discretion and courtesy
- * Performs a wide variety of clerical duties, including but not limited to typing and preparing letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials
- * Receives and resolves concerns and complaints, using knowledge of school policies, procedures, rules, and requirements
- * Establishes, maintains, and monitors confidential filing system in an accurate and efficient manner
- * Open, sort, classify, and disburse incoming mail and other correspondence
- * Assists with the orientation and training of other employees and volunteers
- * Compiles data and information from various sources and inputs on various forms
- * Maintains equipment inventory
- * Assists with expulsion packets and SARB reports
- * Provides phone communication in a confidential manner
- * Acts as a liaison between the school and the community
- * Operates office equipment, including but not limited to 10-key adding machines, duplicating equipment, typewriters, and personal computers
- * Supervises students during in-office detentions and oversees students who have referrals and discipline problems
- * Responsible for minor first aid duties in the absence of the school nurse
- * Responsible for the daily tracking, arranging and rescheduling of detentions
- * Orders and maintains office supplies and forms
- * Maintain parking permits for students parking on campus
- * Inputs travel study, teacher notification, monitors travel study packets
- * Maintains probation records of students working with Student Resource Officer and Police Department
- * Maintain ID cards for students
- * Types work permits for students
- * Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
- * Performs other related duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and two years of responsible secretarial experience, preferably in a school environment.

OTHER SKILLS and ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines including data processing equipment such as computer terminals, printers and word processors. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly and accurately. Type at a speed of at least 40 words per minute from clear copy, transcribe from tape accurately, Process documents using word processing equipment and software. Meet the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.