BUENA PARK SCHOOL DISTRICT

SCHOOL SECRETARY

DEFINITION:
Under general supervision of the school principal, to independently perform and coordinate varied and responsible secretarial and clerical functions; to relieve the school administrator of clerical and routine administrative detail; and to do other related work as required.

EXAMPLES OF DUTIES:
Acts as a personal secretary to the school administrator, including the scheduling of appointments and calendar maintenance; prepares student registration, release and transfer documents; assists students in resolving problems and other concerns; may maintain student attendance records; admits returning students to class; may prepare a summary of student attendance reports; maintains student records, including entering test scores and other data; maintains personnel time reports and attendance records; receives visitors and makes appointments for the school administrator and other school personnel; responds to telephone inquiries by providing information regarding District policies, rules and regulations, and operational procedures; takes communication materials, such as correspondence, reports and memoranda from notes or brief verbal instructions; occasionally prepares and forwards independently composed correspondence and memoranda; types letters, stencils, bulletins, schedules, requisitions, test and other related materials; requisitions, receives, inspects, distributes, and stores supplies and educational material; receives, sorts and routes incoming mail; establishes and maintains numerical, alphabetical and subject matter files; administers minor first aid to pupils and contacts parents and emergency assistance agencies in event of serious illness or injury; dispenses prescribed medication to individual students in accordance with District policy; may coordinate and provide direction to the clerical staff; assists in site budget planning and expenditure control; assists in the assignment of substitute personnel; performs a variety of parent and public relations functions and activities.

QUALIFICATIONS:
Knowledge of:
Modern office practices and procedures, including the preparation of business correspondence, filing and the operation of standard office equipment; District policies, regulations and operational procedures pertaining to the assignment; English usage, spelling, grammar and punctuation; Basic first aid methods, techniques and procedures.

Ability to:
Perform the essential functions of the job with or without reasonable accommodation; perform responsible secretarial and clerical functions in a setting which has numerous task interruptions; compose routine correspondence with minimal direction; make arithmetical calculations with speed and accuracy; compile and maintain accurate records, and prepare clear and concise reports; take and transcribe dictation accurately at a speed of 80 words per minute and/or computer literate/IBM/ WordPerfect; type at a net corrected speed of 50 words per minute; understand and carry out oral and written directions; establish and maintain effective and cooperative working relationships with school personnel, students and the general school community.

EXPERIENCE:
Two years of responsible clerical experience, including service involved with school age children.

EDUCATION:
Equivalent to the completion of the twelfth grade, supplemented by training or coursework in typing, shorthand, office management, data management, storage and retrieval systems, or other related areas.

CERTIFICATE REQUIREMENT:
Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross.