

Position: Administrative Secretary

School/Department:

Reports To: Site Administrator

Pay Grade:16

SUMMARY

Under the direction of the Principal, perform advanced level secretarial and administrative support duties; provide excellent customer service to teachers, staff, students, parents and the public; explain program services, policies and procedures.

Performs responsible and complex secretarial, clerical and accounting duties for a site or program administrator. Assists the administrator by performing routine administrative tasks by coordinating and participating in workflow and clerical support activities at a site, program or department. Serve as liaison to Principal, teachers and parent-teacher groups for financial operations, accounting procedures, funding sources and approved vendors.

NATURE AND SCOPE

The Administrative Secretary has responsibility that requires leadership of clerical staff. The position requires the ability to organize, lead, and perform varying activities according to area of assignment. Requires in-depth working knowledge of clerical and secretarial principles and practices, which are applicable in the area of assignment. Must demonstrate leadership skills in running an efficient office. The emphasis of an Administrative Secretary’s responsibility may include such areas as preparing and transcribing written materials; processing, organizing and maintaining written materials; gathering and compiling information for or researching and distributing information from official or administration records; coordinating or facilitating student registration; maintaining student records; collecting and/or disbursing funds; auditing and proofing records; accounting of program site budgets. Works under the general supervision of the site or program administrator who reviews work for conformance with regulations, directives, and established policies. Exercises considerable independent judgment and discretion within assigned functions. Must be adept in the activities of support clerical staff and may assist support clerical staff in performing duties. Perform advanced, important or integrated activities. Guides the work of support clerical staff. Monitors workflow to optimize efficiency in the office. Work relations extend to a wide range of contacts including District staff, students, parents and the general public.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary provides direct support to the site or program administrator. Demonstrated abilities to lead a clerical support team in registration, attendance recording, student records, accounting, and written competence. Demonstrate competence in computer technology, basic accounting, note taking, English usage, grammar, spelling and office equipment skills.

ESSENTIAL TYPES OF DUTIES (Examples)

- Provide administrative assistance to the Principal by performing administrative detail in the overall operation of the school.
- Maintain, record and enter classified, certificated and supplemental employee attendance including rates of pay; verify daily attendance for both classified and certificated staff; help with hiring substitutes and ensure absences are charged to appropriate funding source and accounts; print summary reports as needed; ensure accuracy of input and output data.
- Coordinates school office activities. Coordinates communications regarding school activities, events and timelines to relieve the site or program administrator of routine details.
- Performs secretarial duties for the site or program administrator. Composes letters, memos, emails, performance reports and bulletins independently within the scope of authority. Schedules appointments and maintains calendar. Distributes mail.
- Schedule school related activities and maintain master scheduling using the online scheduling system
- Maintain the master calendar.
- Provides direction to all potential volunteers in coordination with the site administrator. Direct volunteers to the District Office for clearance per Board Policy, and then maintain site record of approved volunteers.
- Submit and follow up on work orders. Evaluate need for emergency repairs; coordinate repairs with Facility Department; ensure appropriate stock of custodial supplies and technology and equipment related to technology repairs/work orders by using ticketing system
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, student's attendance, staff projects and assigned duties.
- Assists in the Preparation of the School Budgets and monitor funds for income and expenditures; ensure expenditures do not exceed established budget limitations; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; site work and purchase orders; create, process and submit for payment to the District Office.
- Prepare and monitor work requisitions and purchase orders. Check invoices against merchandise received for accuracy and completeness; set up new accounts as needed and collect W-9 forms; route invoices for approval and payments; establish and maintain accounts payable and receivable for assigned accounts.

- Collects, deposits and accounts for money collected in conjunction with fund-raising and other school activities. Issues receipts. Preparation of records for regularly scheduled audits and assist as needed with the audit.
- Reviews and prepares documents for entry of information into electronic student data processing systems. Follow up as necessary to complete documents. Enters and updates information into the system according to standard formats. Prints reports and student schedules.
- Oversees and participates in student registration and maintenance of up-to-date-records and master schedules including but not limited to health records.
- Arrange meetings. Notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed.
- Coordinates the school office activities acting as contact and reference source for staff, students, parents and the public.
- Screens incoming telephone calls, mail, and visitors, evaluating the relative importance of each and independently resolving routine matters or referring to others. Provides information over the phone or in person to parents, students or school personnel as appropriate.
- Types from rough drafts or verbal instructions a variety of materials including master schedules, letters, performance reports, memos, requisitions, lists, bulletins, reports and statistical data.
- Ensures proper security and administration of medications that are dispensed to students. Assures that instructions for dispensing are followed and student health records are properly documented. May personally dispense medications to students as directed by the student's doctor .
- Perform routine minor first aid to students as needed. Maintain communication with a school nurse in making announcements of District health concerns and exposure notices.
- Performs research as directed by the site or program administrator. Computes and compiles information and statistical reports.
- Reports and schedules necessary work orders to buildings and equipment.
- Position in this classification acts as liaison between the District Office and the Spanish speaking community regarding District activities and functions. Position responsible for translating school communications. May be responsible for scheduling Spanish speaking translators when required.
- Issues keys for the site and reports any missing or lost keys. Makes sure that all the paperwork is up to date and turned in at the end of the year to the Maintenance Director.

- Enter all behavioral and disciplinary issues into the student information system: monitor, and communicate with the district office.
- Performs related duties and responsibilities as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist, telephone techniques, accounting, and letter and report writing. Requires thorough knowledge of those activities associated with statistical and confidential record keeping, staff administration, and fiscal accounting. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic accounting skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school and District policies, rules and objectives. Must be aware of applicable sections of the State Education Code and Health and Safety regulations. Requires the ability to supervise staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations accurately, and adopt an effective course of action. Requires the ability to communicate with students, staff, parents and the public using diplomacy and courtesy in sometimes confrontational or stressful situations.

Physical Abilities: Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read a variety of materials and view a computer monitor. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (45 wpm); speech and hearing ability to carry on conversations in person and over the phone; and ability to reach and pull materials from files and shelves Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Education, Training and Experience: High School diploma or GED required. Minimum of 3 years of varied secretarial, office management and accounting experience required, preferably in a school district. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test. Must possess a current California Driver's license.

Rev: 1/4/21
Board Approved: 5/26/21