

Position: Child Development Administrative Secretary

School/Department: Child Development

Reports To: Program Director

Pay Grade: 16

SUMMARY

Performs responsible and complex secretarial, clerical and accounting duties for the Child Development 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. Effectively respond to the needs of the Child Development Program in a positive, informed manner, and maintain skills with a high degree of initiative and independence.

NATURE AND SCOPE

The Child Development Administrative Secretary has responsibility that requires leadership of a 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 a Child Development 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 as necessary. 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

Child Development Administrative Secretary is the second level position in the clerical series in an office setting. The position requires knowledge of the terminology, practices and procedures of an area of specialization. Demonstrated skills will include computer technology, basic accounting, English usage, grammar, spelling, office equipment and systems software (Word, Excel).

ESSENTIAL TYPES OF DUTIES (Examples)

- Coordinates office activities. Coordinates communications regarding Child Development Program activities, events and timelines to relieve the site or program administrator of routine details.
- May perform as receptionist. Greets visitors, staff or students in person or over the telephone, ascertains the nature of business and provides standard information related to the area of assignment.
- Performs secretarial duties for the site or program administrator. Composes letters, memos, performance reports and bulletins independently within scope of authority. Schedules appointments and maintains a calendar. Distributes mail.
- Process routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures for local, state and federal programs.
- 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 a ticketing system.
- Takes and transcribes notes for correspondence, reports, bulletins, memoranda, manuals and other materials.
- Enroll and orient new preschool families to the program
- Maintain student files and updates when necessary (particularly with children's health exams and follow up)
- Maintain **a** current waiting list for Child Development programs for families and ranks each family according to local, State, and Federal funding terms and conditions. Updates waiting list each January
- Maintain student enrollment to meet local, State, and Federal contracts
- Conduct public service announcements in June & August for Child Development program enrollment
- Send "Notice of Action" forms to all families who are not in compliance with program policies, and to new families accepted into program
- Maintain, organizes and updates all office record files
- Copy and distribute all preschool newsletters and flyers
- Update and maintain staff phone list and substitute list, distribute to all staff when changes occur

- Maintain confidentiality of information processed or received during the course of performing assigned duties.
- Assists in the Preparation of the Child Development 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; work and purchase orders; create, process and submit serve as liaison to the Director for financial operations, accounting procedures, funding sources and approved vendors.
- 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.
- Issue invoices on monthly payments, collect payments
- Collects, deposits and accounts for money collected in conjunction with fund-raising and other school activities. Issues receipts.
- 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.
- Maintain, record and enter classified, certificated and supplemental employee attendance including rates of pay; daily verify 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.
- 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.
- 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.
- Administers basic first aid as necessary according to approved procedures as necessary.
- Requisitions, receives, stores and distributes supplies and office materials. Maintains materials and equipment inventory.
- 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.
- Provides direction to volunteers as needed.
- Performs related duties and responsibilities as required to accomplish the objectives of the position.
- Operate a variety of office machines including computer, typewriter, calculator, copier, two-way radio and other office machines and equipment.
- 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: Requires sufficient arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (55 wpm); sufficient visual acuity to recognize words, letters and numbers; 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. Should be able to lift **20 50** lbs. (Consideration may be given to reasonable accommodation for above.)

Education, Training and Experience: 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.

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