

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	School Secretary II	Reports to:	Program Administrator/Supervisor
Job Category:	Clerical	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	19
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, provide diversified and complex clerical support functions involving registration, reception, truancy, attendance, management of documents and records, data entry and general clerical support; answer phones; greet and assist students, parents, staff and visitors; maintain and track student attendance in compliance with State and District guidelines; monitor assigned school and program components; coordinate activities and ensure compliance with established financial, legal and administrative requirements; administer first aid and medication to students as may be required; compose correspondence and type a variety of materials including letters, memoranda and requisitions.

ESSENTIAL FUNCTIONS:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in administrative tasks at an assigned secondary school site; prepare and accurately maintain a variety of reports, files, and statistical data relating to students, staff, operations, and activities; serve as a liaison between school site and local agencies, parents, and the public.
- Provide front desk support assistance, initiate and receive telephone calls and direct calls to appropriate personnel; receive and respond to office e-mails; take and relay messages as appropriate; receive, greet, and direct visitors; respond to inquiries and provide information and interpretation concerning policies and procedures of assigned school site.
- Prepare and maintain a variety of school, student, and related records related to student enrollment and class rosters, discipline, cumulative folders, and others as required.
- Prepare letters and compose correspondence independently; prepare, type, and distribute communications; receive, open, prioritize, and distribute mail.
- Perform financial and budgetary recordkeeping and bookkeeping duties related to assigned school site funds; collect money for events, fees, or other receivables; maintain school account balances; input purchase orders, work orders, and reimbursements according to established procedures.
- Train and provide work direction to others as assigned; assign duties and review work for accuracy and completeness.
- Assist in the coordination of a variety of programs and activities, including task assignments, student schedules, meetings, classroom and site staff coverage, site in-service activities, workshops, conferences, etc., for the purpose of ensuring availability of facilities and equipment and delivering services in conformance to established guidelines.
- Prepare written materials, including calendars, attendance reports, athletic clearance slips, journal

transfers, statistical records, budgets, reports, memos, letters, and handbooks; document activities, provide written references, and convey information.

- Collect, compile, organize, and record a variety of data related to report cards, personnel, and student activities; prepare and maintain related records, files, and logs; review data for and correct discrepancies; compile federal and State mandated reports as required; prepare weekly staff bulletins.
- Process documents and materials, such as registrations, bank deposits, collections, check requests, work orders, forms, ADA reports, Independent Study Contracts, field trip forms, receipts, and bank deposits; disseminate information to appropriate parties for action.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy.
- Maintain employee absence reports as assigned; assist in the preparation and maintenance of substitute timesheets according to established procedures; assist with finding substitute coverage as needed; provide badges, keys, and information and direct substitutes to classrooms as appropriate.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Monitor assigned school activities and funds for the purpose of coordinating activities and ensuring compliance with established financial, legal, and administrative requirements; schedule facility use, appointments and other activities as requested; make necessary arrangements; notify participants; prepare agendas and materials; record minutes, transcribe and distribute notes and minutes as assigned by the position.
- Compose correspondence and type from rough drafts or verbal instructions a variety of materials, including master schedules, letters, memoranda, requisitions, lists, bulletins, reports, and statistical data as assigned; compile data from a variety of sources, including W-9's, 1099 information, budgets, progress reports, attendance records, Independent Study Contract approvals, ADA reports, etc., for the purpose of complying with financial, legal, and administrative requirements; disseminate information and documentation to students, personnel, parents, the community, and outside agencies as required.
- Operate a variety of office equipment, including a calculator, copier, computer, and assigned information software; attend meetings as assigned, involving budgets and planning.
- Assist in coordinating projects, functions, new student orientations, graduation ceremonies, testing activities, assemblies, and special school events; create bulletins, rosters or programs as appropriate.
- Provide coverage for the health office as assigned by the position; administer first aid as needed and dispense approved medication to students in accordance with organizational policy as assigned; notify parents of ill or injured students.
- Monitor and maintain inventories of designated supplies and materials, including forms; order, receive, and maintain appropriate levels of inventory as required; process purchase orders and invoices as assigned; maintain key inventory for the school as assigned. Prepare and submit work orders for repairs and maintenance; enter help desk requests for technology-related issues.
- Orient new site personnel, including substitutes and staff, regarding appropriate school and District practices; provide directions and, building procedures and assist the assimilation of new personnel into site operations.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- School organization, operations, policies, and objectives.
- Terminology, practices, and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing, and proofreading.
- Telephone and email techniques and etiquette.
- Methods, procedures, and terminology used in clerical work.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Data control procedures and data entry operations.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Basic first aid and CPR.

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Plan, coordinate, and organize office activities and coordinate flow of communications and information for the administrator.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned school.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs, and files.
- Utilize a computer to input data, maintain automated records, and generate computerized reports.
- Work independently with little direction.
- Communicate effectively, both orally and in writing.
- Administer basic first aid and CPR as needed.
- Operate a variety of job-related equipment, including a computer, assigned software, phone systems, copier and related office machines.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities

Education: High school diploma or equivalent.

Experience: Job-related experience with increasing levels of responsibility is required

Required licenses, certificates, continuing education, training, and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/School office work environment. Fast-paced environment with changing priorities.

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.

- Significant dexterity of hands and fingers to operate a computer keyboard.
- Bending the waist, kneeling, or crouching to file and retrieve materials.
- Some stooping, kneeling, crouching, and/or crawling.
- Occasional lifting, carrying, pushing, and/or pulling.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- State Mandated Training
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.