

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

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| Title: | School Secretary I | Reports to: | Program Administrator/Supervisor |
| Job Category: | Clerical | Classification Unit: | Classified |
| Board Approval: | 5/21/2020 7/27/2021 Range Adjustment | Current Salary Grade: | 18 |
| Job Description Revised: | | FLSA Status: | Non-Exempt |

JOB SUMMARY:

Under the general supervision of an Administrator/Supervisor, provide diversified and complex clerical support functions involving registration, student enrollment, reception, truancy, registration, scheduling, attendance, child welfare, 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 dispense 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 elementary school site; prepare and accurately maintain a variety of reports, files, and statistical data relating to students, 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.
- Coordinate student placement process; provide updated enrollment lists; update master schedule and ensure all students are scheduled; update schedule when appropriate with staggered start dates and staff changes.
- Schedule and enroll new students in compliance with District's overflow procedures; maintain and manage current rosters; collaborate with Student Services Department regarding placements, open enrollments and overflows.
- Perform various student registration, enrollment and withdrawal duties; compile and review registration packets; receive forms, review for completeness, and verify required information; schedule or enroll new students following District overflow procedures; oversee and update current rosters; contact other schools to request student files as needed.
- Process and respond to requests for student records; respond to and participate in any requested state audit; provide all requested documentation.
- Conduct and maintain daily attendance and truancy tracking. Process and track Independent Study Contracts in accordance with established District procedures.
- Process Volunteer clearance and driver clearance requests following PUSD guidelines; keeping up to date clearance lists and sharing records with appropriate parties

- In the absence of the administrative secretary, assist in finding substitute coverage, greet and direct substitutes as needed.
- Prepare letters and compose correspondence independently; prepare, type, and distribute communications; receive, open, prioritize, and distribute mail.
- Provide coverage in the School Health Office; administer first aid as needed and dispense of approved medication to students in accordance with organizational policies; notify parents of ill or injured students.
- Prepare written materials, including calendars, attendance reports, memos, letters, and handbooks; document activities, and convey information.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment, including a calculator, copier, computer, and assigned information software; attend meetings as assigned.
- Assist in coordinating projects, functions, testing activities (including English Learner (ELD) and math placement testing), assemblies, and special school events; create bulletins, rosters or programs as appropriate.
- Maintain inventories of supplies and materials, including forms and office supplies; ensure availability of items; prepare and submit work orders for repairs and maintenance; enter help desk requests for technology-related issues.

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.
- Record-keeping and report preparation, filing techniques.
- Business telephone and email etiquette.
- Methods, procedures, and terminology used in clerical work.
- Modern office practices, procedures, and equipment.
- Basic 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.

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.
- Contact parents and guardians to report and verify excused and unexcused absences.
- Answer telephones using proper business etiquette and greet the public courteously.
- Understand and follow oral and written instructions.
- Problem-solve and perform independent interpretation.

- Understand complex multi-step written and oral instructions.
- Schedule activities, meetings, and events; gather, collate, and classify data.
- Work with data utilizing defined but different processes; operate equipment using defined methods.
- Read a variety of manuals; write documents following prescribed formats and present information to others.
- 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.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs, and files.
- 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.
- Work independently with little direction.

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.