

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Administrative 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:	21
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, provide administrative support to the middle or high school site principal and multiple other administrators as assigned; provide support to various certificated and classified staff; convey information regarding school functions and procedures; ensure compliance with site's financial, legal, and administrative requirements; oversee office activities; determine appropriate actions and referrals to achieve resolutions.

ESSENTIAL FUNCTIONS:

- Compile data from a variety of sources related to financial activities, staff absences/timcards, work orders, purchasing requests, and inventory and ensure compliance with financial, legal, and administrative requirements; enter data into an assigned system; ensure accuracy of input data.
- Assist Principal in allocating site funds for annual budget based on knowledge of past and future requirements; track special funding assigned by the DO and remain informed as to budget balance; Knowledge of many account codes for billing purposes on charges and time cards such as Special Ed, Curriculum, EL (split charges), outside billing, Career & Tech training. Work with the principal to allocate beginning of year funds essential to process purchase requisitions. Responsible for depositing donations/contributions into proper accounts. Request and follow up on budget transfers in order to complete purchase orders. Provide all documentation for Cal Card charges, and ensure proper billing for each charge.
- Compose documents, including correspondence, bulletins, and newsletters in order to document events and providing or requesting information; prepare and maintain a variety of manual and electronic documents, files, and records such as administrative confidential records, office procedures, building and maintaining personnel emergency records, the master calendar, and others as assigned to ensure an up-to-date reference and audit trail. Maintain spreadsheet of all staff and seniority, separated by classification (certificated, classified, custodians, clerical, para-educators) as required by administrator to distribute job responsibilities.
- Perform various record keeping and general clerical functions; prepare a variety of reports and written materials, including correspondence, newsletters, calendars, budgets, memos, letters, handbooks, and minutes as assigned; document activities, provide written reference, and convey information.
- Receive, review, and verify documents, records, and forms for accuracy, completeness, and compliance to established rules, regulations, policies, and procedures.
- Coordinate various programs and activities related to task assignments, school usage, in-service activities, travel and accommodations, substitutes, conferences/meetings, and budget expenditures; assist with meeting program and activity requirements in compliance with established guidelines.
- Provide support to Principal, other assigned administrative personnel, and various certificated and

classified staff; serve as a liaison with staff, students, and the public and/or providing assistance with their administrative functions.

- Provide training and work direction to assigned office personnel, volunteers, and student assistants; inform personnel regarding a variety of procedures and requirements and ensure appropriate procedures are followed.
- Assist with PSAT, AP and State testing as required to provide subs and organize time slots for each testing schedule.
- Perform a variety of clerical accounting functions, including maintaining fiscal information, files, and records including purchase orders, timesheets, cash deposits, invoices, contracts, budget expenditures, and transfers according to established procedures; monitor assigned account balances and financial transactions including the general fund school budget; provide budget reports to department chairs to allow for proper spending; review balances with department chairs; move funds if needed to complete purchase contracts; transfer between accounts if necessary. Budget for testing, graduation and other school expenses. Keep Principal up-to-date on school budget.
- Research discrepancies in processes and/or documentation, including work orders, time cards, and other assigned items; ensure adherence to appropriate administrative and legal guidelines; assist with duties concerning daily absences of classified and certificated personnel and ensure proper reporting of absences.
- Orient new site personnel regarding appropriate school and District practices; provide directions and information on building procedures; provide keys and maintain related records.
- Communicate with staff, administrators, parents, students, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns; receive complaints and concerns from staff and public; address issues as needed and/or refer to appropriate personnel for resolution.
- Operate a variety of office equipment, including a copier, printer, computer, and assigned software; operate a two-way radio as assigned.
- Maintain inventories of office supplies and materials and ensure items' availability; arrange for equipment repairs as needed.
- Assist with beginning of the year registration process and the collection of required documents according to District procedures.
- Coordinate, oversee, and monitor special projects, assignments, and office activities, including graduation, promotion as assigned.
- Monitor students while visiting the office and ensure students maintain appropriate behavior.
- Administer first aid and dispense approved medication to students in accordance with organizational policy as assigned.
- Attend various meetings related to duties as assigned and represent the Principal and/or administrative personnel; convey and gather information as assigned.
- Provide support to Parent volunteer groups including communications and events.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

Knowledge of:

- School office terminology, practices and procedures.
- Organizational operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Basic first aid techniques.

- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and filing techniques.
- Bookkeeping principles.
- Business telephone and email etiquette.
- Office methods and practices.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform advanced-level administrative assistant duties requiring independent judgment and analysis to coordinate school office activities and assist the Principal and multiple Vice Principals in a variety of administrative tasks
- Complete work with many interruptions.
- Work independently with little direction.
- Learn, interpret, apply and explain rules, regulations, policies, and procedures.
- Train and provide work direction to others.
- Maintain confidentiality.
- Operate a variety of job-related equipment, including a copier, computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Administer first aid.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that ~~could likely~~ 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 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.

- Some lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 60% sitting, 10% walking, and 30% standing.

Hazards:

- Potential exposure to blood-borne pathogens, communicable diseases and bodily fluids.

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.