

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Administrative 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:	20
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, provide administrative support to the elementary or middle school site principal and other administrators as assigned; convey information regarding school functions and procedures; assist District staff to ensure compliance with site's financial, legal, and administrative requirements; oversee various office activities and ensure smooth and efficient office operations.

ESSENTIAL FUNCTIONS:

- Compile data from a variety of sources related to financial activities, staff absences/timecards, work orders, purchasing requests, and inventory and assist District staff to ensure compliance with financial, legal, and administrative requirements; ensure accuracy of input data.
- Coordinate various programs and activities related to school usage, conferences/meetings, budget expenditures, and appointments using Facilitron and other PUSD sources; 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, parents and the public.
- Compose documents, including correspondence, bulletins, and newsletters in order to document events and provide or request information; prepare and maintain a variety of manual and electronic documents, files, and records such as administrative confidential records, office procedures, build and maintain personnel emergency files/records, the master calendar, and others as assigned to ensure an up-to-date reference and audit trail.
- Monitor assigned account balances and financial transactions, including the general fund school budget, account expenditures, and purchase order documentation; maintain accurate records in compliance with accounting and record keeping practices.
- Provide work direction and guidance as needed to other office personnel; ensure appropriate procedures are followed.
- Perform various record keeping and general clerical functions; prepare a variety of reports and written materials; document activities, provide written reference, and convey information.
- Orient new site personnel regarding appropriate school and District practices; provide directions and information on building procedures; ensure key controls for those who require them; assist with coordinating site substitute personnel as assigned; assign substitute teachers and aides to specific jobs in designated software; contact substitute personnel for openings as assigned and prepare associated substitute time cards.
- 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.

- 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.
- Monitor students while visiting the office; ensure students receive appropriate information and assistance.
- Administer first aid and dispense approved medication to students in accordance with organizational policy as assigned.
- 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.
- Collect parent information and forward to District office for volunteer clearance; notify teachers and parents of clearance status accordingly.
- Process mail, documents, and materials for the purpose of disseminating information to appropriate parties.
- Attend various meetings related to duties 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 etiquette.
- Office methods and practices.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities.
- 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.
- Establish and maintain effective relationships with children.
- Maintain confidentiality.
- Operate a variety of job-related equipment, including a computer, assigned software, and a two-way radio.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Administer basic first aid.
- Perform basic math, including calculations using fractions, percentages, and/or 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 environment. Fast-paced environment with changing priorities. The job is performed under some hazardous conditions.

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.