TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Secretary **CLASSIFICATION: Classified**
DEPARTMENT: Educational Services

DESCRIPTION OF POSITION

Under the supervision of the Assistance Superintendent of Educational Services, perform complex secretarial and administrative assistance duties in support of the office of Educational Services with responsibilities to organize, coordinate, and facilitate communications including contacts and information of a sensitive or confidential nature; and perform related duties as required.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

- Receives, records, and relays information of a sensitive nature and maintains confidentiality as appropriate. E
- Receives and directs office callers and visitors. E
- Communicates with school district administrators, state, federal, and outside agencies, other school districts, and media representatives to obtain, provide, clarify or relay information. E
- Prepares and distributes agendas and minutes as appropriate and attends staff and committee meetings as required. E
- Reviews and participates in the updating of policies, procedures, regulations, and precedents of the Educational Services office. E
- Opens, screens, and routes mail and e-mail as directed and provide responses to items not requiring the administrator's attention. E
- Screens and assures the accuracy and completeness of documents submitted for administrative approval. E
- Assures the accuracy and completeness of department and district forms and informational publications. E
- Manages and directs work of Educational Services office part-time, volunteer and student personnel.

Maintains financial and statistical records related to the Educational Services budget and in working with the Financial 2000 program as assigned. E

- Records expenditures, monitors budget balances, and prepares budget reports
- Maintains financial records for all categorical programs and grants within Educational Services
- Processes and works with the business office regarding purchase orders for textbooks, instructional materials, and other related district and site purchases
- Processes conference and travel requests and expense reports
- Processes field trip requests and maintains data base
- Processes consulting services contracts and purchase orders (i.e., contract of services, payment for services)
- Validates instructional materials verifying compliance with specific conditions or limitations mandated by the California State Department of Education.
- Coordinates, orders, and maintains records regarding textbook adoption materials and other related instructional materials.

Prepares and manages applications and data required for but not limited to the following: E

- Consolidated Application for Funding Categorical Aid Programs (Con App)
- Language Census Report
- Student National Origin Report (SNOR)
- Coordinated Program Monitoring (CPM)
- Local Education Agency Plan (LEAP)
- Gifted and Talented Education (GATE)

Maintains and updates materials and equipment inventory lists for categorical programs E

Proposes and collaborates with site administrators to publish and maintain records regarding: E

- Instruction year calendars for schools
- Quarter dates / Trimester dates and Progress Report Period dates
- Parent-Teacher Conference dates
- Instructional minute schedules
- SARC
- SPSA

Updates and distributes district information to departments, sites and the community including but not limited to: E

- Highlights of TUSD Standards
- California Content Standards by Grade and Subject
- Annual Notification to Parents (ANTP)
- Parent/School/Student Compact
- District Technology Plan
- School Site Roles & Responsibilities
- Categorical Handbook
- Educational Services District Web Page Information
- Board policy and Administrative Regulations regarding Educational Services
- Prepares board agenda items

Develops and publishes press releases E
Designs and maintains Educational Services web page E
Designs and maintains the Professional Development records and online registration system E
Assists in tasks relating to Summer School and Academic Intervention Sessions
As needed, provide professional development and training to Educational Services department staff and school site secretary and clerical staff.

E = Essential duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

12 years of education with diploma or GED (General Education Diploma) and a minimum of 4 years of increasing responsible experience in a secretarial administrative support role.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess the knowledge, skills, and abilities to perform responsible secretarial and administrative assistance duties. To accurately format and edit keyboarded material; compose and edit written materials; communicate effectively both orally and in writing; read, interpret, apply, and explain rules, regulations, policies, and procedures.

- Maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; work independently as well as with direction; assign and review the work of others; plan and organize work; use computer hardware and software; and model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and cultures.
- Maintains knowledge of the central office and school district organization including the objectives and operation of the major divisions to which the various assigned; rules, regulations, policies, and precedents exist. Utilizes analytical and creative thinking, originality, and initiative in designing graphs, forms, databases, brochures, flyers. Have the ability to assign; organization and maintain complex records and filing systems, understand and use modern office practices, procedures, and equipment along with the maintenance and operation of database tools. Maintain professional standards of oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation, and vocabulary. Possess interpersonal skills using tact, patience, and courtesy; be familiar with the applicable sections of California Education Code and other laws; basic research methods, and principles of implementing diversity in the workplace.
- Possesses and maintains skills in word processing, desktop publishing, and the various office technology including computers, printers, copiers, fax machines, scanners, calculators, and phone system tools. Type or perform word processing at 50 words per minute from clear copy.
- Skills in Microsoft Word, Excel, PowerPoint, Outlook, Access, Acrobat Reader, and PageMaker. Preferred skills in Financial 2000, Aeries, and DataDirector.

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	3
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Draft revision: August 30, 2010