

Enterprise Elementary School District

Job Description

Job Title: School Secretary (Classified Position)
Department: School Site
Reports To: Site Administrator
Range: F
Prepared By: Review Committee
Prepared Date: November 14, 2023
Approved By: Board of Education
Approved Date: March 6, 2024

SUMMARY: Under the general supervision of the site administrator(s), performs a wide variety of highly responsible secretarial and clerical duties some of which are complex and above-average difficulty. Assists in the preparation of reports; assists the principal by relieving him/her of clerical details. Frequent contact with parents, staff and students are characteristic of the position, performs other duties which relate to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Prepare for opening and closing of each school year
- Assist with campus safety systems
- Assist with the distribution, collection and logging of school site keys
- Assist, prepares and/or maintains correspondence, reports, student certificates/awards/diplomas, statistical data, files and student records
- Perform data entry
- Review and interpret information; analyze situations to define issues and draw conclusions
- Assist with scheduling and organizing meetings, school events, promotion ceremonies, facility use, safety drills, etc.
- Attend and participate in meetings, committees, etc. as required
- Keep parents, students and staff informed through calendars, bulletins, newsletter, correspondence, reader board, and other regular notices.
- Responsible for or assist with webpage calendar updates, document uploads and other duties which reasonably relate.
- Ensure accurate time card reporting through designated systems and documents for all employees (certificated, classified and substitutes) by payroll deadline
- Assist with the scheduling, coordination, and check in/out process for appropriate school site staff coverage
- Assist with the preparation/Coding of purchase orders, ordering of supplies/materials, maintaining records of expenditures and other assigned budgets
- Maintain Student Body Account(s) and prepares/retains audit documents
- Write checks, balance accounts, handle money, deposits, returned checks
- Share receptionist duties for school office such as, but not limited to, answers/directs inquiries from teachers, parents, school administrators, and other site visitors
- Assist with new pupil enrollments and transfers

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- Handle student medical needs in the absence of the student services clerk and/or health clerk
- Assist with field trip form processing, calendaring and notification of affected site personnel.
- Assist with processing private driver applications and required documents
- Assist with the coordination of athletics
- Assist with the distribution of mail, correspondence, contracts, information and/or items requiring signature of receipt
- Provide assistance with site office machines
- Perform other duties which reasonably relate to the position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); One to two years of previous experience performing duties directly related to those listed above preferred.

LANGUAGE SKILLS: Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Site Administrator and/or designee in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License and CPR and First Aid Certificate.

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to perform highly responsible secretarial work; ability to deal with a wide range of personalities and situations with tact and diplomacy; to compile and maintain accurate records and reports; knowledge of modern office methods, practices and procedures; knowledge of computer word processing, spreadsheets, district utilized programs and other office machines; ability to make arithmetical calculations quickly and accurately; knowledge of school budget procedures; ability to function with minimal supervision; ability to type at a speed of 45 words per minute from clear copy; use a variety of office equipment; communicate effectively in both oral and written form, including computer; receive

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and give instructions; set priorities; coordinate several activities simultaneously; assist in training and planning of other staff, students, and community.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

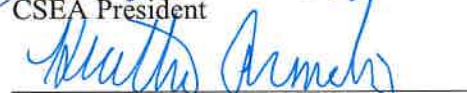
While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

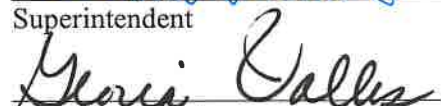
While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions, may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate to loud.


CSEA President

3-14-24
Date


Superintendent

3-6-24
Date


Board Approval (Clerk)

3-6-24
Date

