

JOB DESCRIPTION

WU njb 1006

Administrative Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

School Secretary

Purpose Statement

The job of School Secretary is done for the purpose/s of providing secretarial support to school-site staff and administrators; maintaining the financial records of student and site transactions, conveying information regarding school functions and procedures; ensuring compliance with site's financial, legal and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees.

Essential Functions

- **Administers** first aid and medication to students who are under the direction of health professional for the purpose of meeting immediate health care needs.
- **Coordinates** a variety of programs and/or activities (e.g. student registration, site in-service day activities, workshops, travel accommodations, etc.) for the purpose of delivering services in conformance to established guidelines and ensuring availability of facilities and/or equipment.
- **Evaluates** situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Handles** funds for the purpose of processing student fee, product sales, etc.
- **Maintains** documents, files, and records for the purpose of providing up-to-date reference and audit trail for compliance.
- **Maintains** inventories of supplies and materials for the purpose of ensuring item's availability.
- **Monitors** school financial activities for the purpose of coordinating activities and ensuring compliances with established financial, legal and/or administrative requirements.
- **Oversees** volunteers and office staff, etc. for the purpose of meeting work requirements.
- **Prepares** a wide variety of reports and written materials (e.g. newsletters, correspondence, bulletins, payroll, honor roll, attendance, etc.) for the purpose of documenting activities, providing written reference and/or conveying information in accordance with district, state and federal requirements.
- **Reconciles** cash and/or account balance as assigned for the purpose of maintain accurate balances and complying with accounting practices.
- **Responds** to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- **Secures** substitutes for the purpose of adequate staffing.
- **Supervises** students for the purpose of monitoring students referred for illness and/or disciplinary actions.
- **Supports** assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include. administering first aid; operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and basic bookkeeping concepts.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; and working with detailed information/data.

Responsibility

Responsibilities include; working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) and a clean atmosphere.

Experience. Job Related Experience is desired.

Education. High School Diploma or Equivalent

Required Testing:

Continuing Educ. / Training:

Certificates & Licenses:

Clearances:

Criminal Justice Fingerprint Clearance

TB Clearance

FLSA Status:

Salary Grade: Confidential SS