



# Romoland School District

## JOB DESCRIPTION

### SCHOOL SECRETARY/ALTERNATIVE SCHOOL OF CHOICE

#### DEFINITION:

Under general supervision of assigned administrator, organizes, schedules, performs and oversees office functions involving complex and diverse activities; serves as secretary to assigned administrator(s), coordinating communication between administrators, District and site personnel, parents, students and the general public.

#### Duties Consist of:

- Perform a variety of secretarial and clerical duties, handle a heavy volume of telephone and personal contacts by parents/guardians, the public and staff.
- Assists administrative personnel, the community, outside agencies, etc. for the purpose of providing support and backup for their assignments; coordinating activities; and repair and maintenance of equipment.
- May administer first aid, notify parents/guardians and be responsible for obtaining other assistance as needed for sick or injured students.
- Accurately, swiftly, and cordially respond to a broad range of inquiries, oral and written, incorporating appropriate District and School policies with tact, poise, maturity, clarity, and independent judgment in the return communication.
- Perform the functions of the school attendance clerk such as: compiles and completes the monthly average daily attendance report; reconciles and makes necessary corrections to the report; enrolls and checks students out of the school; maintains a day-to-day student attendance record and account of the school's enrollment; insures the accuracy of all attendance records, including the verification of absences, forgeries and trancies in compliance with state laws governing attendance; insures that all attendance records are accurate for audit by outside governmental personnel; alerts appropriate personnel regarding attendance problems and discrepancies; registers students; processes student withdrawals; processes program changes and submits for data processing; prepares other specialized reports connected with the attendance accounting function, such as but not limited to cumulative records, S.A.R.B., S.A.R.T., and student contracts.
- Compile and type various detailed reports and statistical data.
- Compose and type routine correspondence independently or from brief verbal instructions or notes.
- Organize and compile rosters, bulletins, letters, file cards, reports, requisitions, schedules, work orders, accident reports, etc. for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Processes materials, documents and reports (e.g. master schedule, mail, agendas requisitions conference requests, supply distribution, student registrations, and cumulative files, etc.) for the purpose of disseminating to appropriate parties and ensuring documentation and accuracy of required information.
- Provide services to assist in maintaining an atmosphere conducive to a learning environment.
- Communicates with administrative staff, department chairpersons and other appropriate staff members for the purpose of maintaining an efficient and safe operation of the campus and instructional program.

- Evaluates situations involving staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel.
- Provide assistance to students who arrive at school office.
- Orient substitutes to the school and its procedures.
- Collect and reconcile funds (e.g. petty cash abatements, food service funds, ASB funds, etc.) for the purpose of recording and reconciling expenses; and ensuring compliance with district financial and legal requirements.
- Monitors and performs radio communications, requisitions and payments, attendance of staff and substitutes for the purpose of ensuring efficiency of office and compliance with appropriate requirements; and, providing direction and taking appropriate action as may be required.
- Monitor budget and maintain financial records.
- Order and issue supplies, equipment, and instructional materials.
- Establish and maintain files and school records (e.g. personnel files, confidential files, staff attendance, site budget, site inventory, key control, etc.) for the purpose of ensuring accuracy, in- a confidentiality, and availability of required information.
- Maintain keys for program facilities.
- Attends meetings as needed for the purpose of conveying and/or gathering information required to perform functions.
- Other related duties as assigned.

**Knowledge of:**

- Correct English usage, spelling, grammar, punctuation and math.
- Standard office procedures including the use of district required software applications.
- Basic record keeping methods and techniques.

**Ability to:**

- Perform a variety of basic attendance accounting work with accuracy and speed.
- Learn and apply District rules, regulations and policies.
- Learn to operate standard office equipment.
- Make arithmetical calculations with accuracy.
- Receive and give information over the telephone or in person in a courteous manner.
- Work efficiently with frequent interruptions.
- To plan and manage projects and make administrative decisions.
- To prepare and maintain accurate records.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Learn and follow office routines.

**Training and Experience:**

- Equivalent to the completion of the twelfth grade; high school diploma preferred; any combination of training and experience that could likely provide the desired knowledge and abilities.
- CPR/First Aide Certificate required

**Personal Qualities:**

- Maturity and judgment; clerical aptitude; ability to maintain positive working relationship with staff, students, and the community; willingness to learn operation of office equipment and procedures.

**Physical Demands and Working Conditions:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Visual acuity to see and read small print.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Able to conduct verbal conversation. **E**
- Able to hear normal range verbal conversation (approximately 60 decibels). **E**
- Able to sit, stand, stoop, kneel, bend and walk. **E**
- Able to sit for sustained periods of time. **E**
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to operate office machines and equipment in a safe and effective manner. **E**
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy. **E**

***While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.***

**Employment Status:**

- Classified Bargaining Unit Position
- Schedule 220, Row 20
- 226 Day Work Calendar