



Romoland School District

JOB DESCRIPTION

SECRETARY I - MIDDLE SCHOOL ASSISTANT PRINCIPAL

DEFINITION:

Under the supervision of the Middle School Assistant Principal(s), performs a variety of clerical and secretarial functions in support of school office operations with a focus on responsibilities related to the Assistant Principal(s).

Examples of Duties:

1. Perform a variety of secretarial and clerical duties, handles a heavy volume of telephone and personal contacts by parents, the public, and staff.
2. Perform clerical duties related to discipline of students in conjunction with established school/District disciplinary rules and procedures.
3. Responds accurately, swiftly and cordially to inquiries concerning standardized policies, procedures and regulations.
4. Communicates with a wide variety of staff and community members.
5. Evaluates situations involving staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel.
6. Independently or in accordance with general instruction, composes correspondence on a wide range of subjects, requiring a knowledge of procedures and policies of the assigned area.
7. Schedule and coordinate meetings and appointments and conferences for designated administrators, management and /or staff. the Assistant Principal(s).
8. Establishes and maintains a variety of records, log* and filing systems pertaining to assigned area(s) of responsibility.
9. Receive, review, and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures.
10. Provide services to assist in maintaining an atmosphere, attitudes, and actions conducive to a learning environment.
11. May assist Secretary III - Middle School with monitor(ing) assigned budgets.
12. Develops or assists in the development of forms, worksheets, and record-keeping systems for the collections, dissemination, and maintenance of needed information.
13. Maintain confidentiality of records and student information.
14. Provide assistance to students who arrive at the school office.
15. Assist in health-related activities when Health Tech/LVN or Secretary III is not available; administer first aid as assigned; administer prescribed medication in accordance with District policy; maintain related records.
16. Provide work direction and guidance to student assistants as assigned.

17. Attend necessary meetings to obtain information required to perform job functions:
18. Follow and support with the implementation of district policies, practices and protocols.
19. Operate standard office equipment.
20. Performs other related duties as assigned.

Qualifications

Knowledge of:

Modern office practices; methods and procedures; appropriate English usage, spelling, grammar, punctuation and arithmetical concepts; standard office machines and equipment including computers; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

Ability to:

Plan, prioritize, organize work of self and others; perform responsible clerical work; understand and prepare reports; type; understand and carry out oral and written directions; establish and maintain cooperative working relationships, communicate accurately, effectively and courteously orally and in writing to a diverse audience often under busy and/or difficult situations.

Physical Requirements:

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- 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, including adolescents, in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Experience:

Minimum 6 months experience in the secretarial or clerical field OR 1 year of any combination of secretarial/clerical work and experience in a school district.

Required Licenses and/or Certificates:

Possession of a valid and appropriate California Driver's License may be required. A Standard Red Cross First Aid & CPR Certificate will be required of new employees assigned to this position. The district will provide Red Cross First Aid & CPR training within 30 days if the desired candidate does not currently possess a certificate.

Education:

High School Diploma or equivalent.
Must pass the district proficiency test for secretary.

Employment Status:

Classified Bargaining unit position

Work Year:

226

Row:

19

Revised:

10/25/2023

Approved:

11/14/2023