

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

SCHOOL SECRETARY

**POSITION
DESCRIPTION:**

Directly responsible to the principal. Performs a variety of secretarial, record keeping, and public relations activities and office duties in order to support a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Serves as secretary to the principal
2. Performs secretarial duties
3. Assists with distribution of office tasks
4. Answers phones, takes and forwards messages
5. Maintains calendars
6. Processes visitor passes and student tardy slips
7. Assists with securing substitute staff
8. Prepares and distributes necessary substitute information and keys
9. Greets and assists visitors, students, parents, staff, and substitutes
10. Communicates and serves as liaison with parents, district personnel and outside agencies to exchange information and/or resolve issues or concerns
11. Keeps student attendance records and prepares required reports
12. Enters data and checks for accuracy
13. Performs duties in compliance with District policies, regulations, and procedures
14. Processes all other job related required reports
15. Prepares requisitions and maintains records of purchases
16. Assists principal with school budgets
17. Checks deliveries against requisitions and maintains stockrooms
18. Maintains key inventory for school site
19. Initiates, collects and enters time reporting of all site staff for payroll purposes
20. Registers students and maintains cumulative records
21. Supports the Receptionist/Health Attendant with duties

22. Supervises students sent to the office until principal or designee is available
23. Receives, sorts, and routes all incoming mail to school staff
24. Screens, processes and maintains Volunteer records and information
25. Reports all safety, sanitary, and fire hazards to their supervisor
26. Communicates and works cooperatively with sites and co-workers
27. Attends trainings and meetings as directed
28. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License
- Type accurately at a speed not less than 60 net words per minute

Knowledge of:

- Routine office procedures, methods, and equipment
- Current office-based computer programs
- English usage, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- First Aid
- Proper lifting techniques

Ability to:

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Work using independent judgment
- Operate office equipment
- Perform routine secretarial duties
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing

EXPERIENCE:

Required:

- Three years of increasingly responsible work including frequent contact with the public

Desired:

- Experience as a school secretary

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Work closely with a large number of children
- Extensive public contact
- Busy and fast-paced school office setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate physical labor

Hazards:

- Exposure to bio-hazards
- Exposure to communicable and contagious illnesses