

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: HIGH SCHOOL SECRETARY I

BASIC FUNCTION:

Under the direction of an assigned Assistant Principal at a high school, perform a variety of responsible and secretarial and technical functions in support of the Assistant Principal and the assigned office functions.

DISTINGUISHING CHARACTERISTICS:

The High School Secretary I position is unique, primarily because of the range of activities handled in an atmosphere of continual interruptions and pressure. Under general supervision of the site administrator, the High School Secretary II serves as office manager, performs a variety of organizational and secretarial duties including those responsibilities of a confidential nature dealing with personnel matters, confidential student and employee information as well as files and payroll. The High School Secretary II classification reports directly to the principal and has a broader scope of responsibility in coordinating activities for the entire high school plant. Duties performed are designed to relieve the administrator of office and routine responsibilities by planning, organizing, and participating in the school office administrative operation.

REPRESENTATIVE DUTIES:

1. Exercises independent judgment, discretion and initiative in resolving situations arising in an administrator's absence.
2. Maintains a high degree of confidentiality regarding all aspects of the school site operation.
3. Establishes, maintains, and ensures proper use of confidential files, which may include student, personnel, and payroll records.
4. Exercises diplomacy in answering questions and resolves situations involving students, parents, volunteers, public, site staff and district personnel through knowledge of school policies and general district rules and regulations.
5. Receive and screen phone calls and visitors to the Assistant Principal's Office; answer questions and direct phone calls and visitors to the proper office.
6. Type letters, correspondence, memos and other forms of communication.

7. Prepare, type and duplicate a variety of items including newsletters, personnel evaluations, insurance forms, reports, agendas and minutes.
8. Compile and type reports and other documents and perform related clerical duties.
9. Type and process purchase requisitions; post to appropriate account; maintain current department budgets; notify department budgets; notify departments of expenditures and balances; type and process work orders.
10. Perform a variety of technical and administrative responsibilities related to the office assigned; maintain student body accounting records,; coordinate the high school master schedule and curriculum, assist with the management and direction of relevant personnel.
11. Perform other technical responsibilities relating to the assigned office including direction of clerical staff involved in functions such as student activities coordination, taking and recording monies for special events or other fees and other responsible functions.
12. Manage and prioritize communications, appointments, and requests for the Assistant Principal, ensuring that only essential matters are brought to their attention.
13. Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use.
14. Assist in providing coverage for clerical assistants and other office personnel as needed.
15. Train and provide work direction and guidance to clerical assistants and others as directed.
16. Prepare and maintain appropriate logs, files and records.
17. Receive, screen and route mail.
18. Operate a variety of office equipment and technology, including computers, printers, scanners, copiers, and other digital tools, utilizing modern software applications and platforms for document processing, communication, and data management.
19. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an administrative office including purchase requisitions, budgets, expenditures, and work orders.

Technical applications relevant to school office management, including student information systems and digital communication tools

Professional telephone techniques, including proper etiquette and customer service strategies

Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools (e.g., Google Workspace, Microsoft Office, Informed K12)

Record-keeping, document management, and data entry techniques, including digital filing and compliance with privacy regulations (e.g., FERPA)

School office terminology, practices, and procedures, including familiarity with student enrollment, attendance, and scheduling systems

Health and safety regulations relevant to school environments, including emergency protocols and first aid practices

Correct English usage, including grammar, spelling, punctuation, and professional written communication

District and school organizational structure, operations, policies, and procedures, with the ability to navigate internal systems effectively

Applicable sections of the State Education Code, district policies, and other legal regulations governing school operations

Interpersonal skills using tact, patience, and courtesy when dealing with students, staff, parents, and community members

Technical aspects of the position's specialty, including the use of data management software, reporting tools, and other relevant technologies

ABILITY TO:

Establish/maintain rapport and positive working relationships with all stakeholders including students, parents, staff, volunteers and the community

Maintain a professional demeanor at all times

Perform responsible and complex office, secretarial and clerical work involving independent judgment and requiring accuracy and speed

Coordinate student body accounting or assigned curriculum and master scheduling duties as assigned

Maintain and monitor budgets

Establish and implement revised office procedures as needed

Understand, interpret rules and written directions and apply to specific situations

Compose correspondence independently

Establish and maintain effective working relationships with others

Analyze situations effectively and adopt an effective course of action

Set and adhere to schedules and timelines

Perform duties effectively with many demands on time and constant interruptions

Plan and organize work
Work confidentially with discretion
Communicate effectively both orally and in writing
Understand and follow oral and written directions
Type at 50 words net per minute from clear copy
Work independently with little direction

EDUCATION:

Any combination equivalent to: High School Diploma, GED, or Certificate of Completion, including or supplemented by college level courses in secretarial science or related business field.

EXPERIENCE:

Four years of increasingly responsible and varied clerical or secretarial experience.

WORKING CONDITIONS:

High School office environment; subject to many demands on time, constant interruptions, subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift carry, pull, push up to 25 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; clear speaking and the ability to hear normal voice conversation; exposed to minor contagious illnesses; work with tight deadlines; work in difficult interpersonal situations (e.g. upset parents, uncooperative coworkers).

SALARY RANGE: 59

ADOPTED BY PERSONNEL COMMISSION: November 6, 2024
ADOPTED BY BOARD OF EDUCATION: November 19, 2024