Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ELEMENTARY SCHOOL SECRETARY/ADMINISTRATIVE ASSISTANT**
Department: School Site
Reports to: Site Principal

SUMMARY:

Performs a variety of complex and responsible support functions. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others. This job class requires in-depth knowledge of school site operations and administrative procedures as well as a high level of secretarial and organizational skills, and functions in a highly visible and independent manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- At schools with less than 200 student enrollment, the secretary will fulfill the attendance essential duties and responsibilities and up to 10% of duties can be out of job classification.
- Acts as administrative assistant to the principal performing a wide variety of complex and responsible clerical and administrative assistant support duties as well as supporting the principal with routine administrative functions
- Maintains files and records
- Greets and interviews visitors
- Directs visitors to appropriate person or location
- In the absence of the principal, handles problem situations by selecting available alternatives
- Assists in school site budget development and monitoring. Processes documents such as purchase orders, bank deposits and expenditure transfers
- Arranges substitutes as needed
- Updates school events calendar, facilities calendar and daily bulletins
- Assists teachers in completion of absence verifications, accident reports, and other documents
- Prepares minutes of faculty and staff meetings
- Inputs bell schedules
- Orders and maintains office supplies, equipment, and school or district forms
- Takes notes, composes written documents and reports
- Maintains routine and confidential files and records
- Acts as a resource person to teachers, students, parents, and the general public
- Process, reviews, and verifies various documents for accuracy, completeness, and conformity with established standards
- Distributes materials and information to staff, students, and the public and ensures timely responses
- Ensures supplies are ordered, stocked, and distributed to staff
- Assists in keeping office machines functioning and in good repair
- Maintains and prepares field trip and bank deposits
- Orders textbooks and maintains records for the site
- Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
- Other related duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED) and two years of responsible secretarial experience, preferably in a school environment.

OTHER SKILLS and ABILITIES:
Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines including data processing equipment such as computer terminals, printers and word processors. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations; compose routine correspondence independently; perform responsible clerical work with accuracy and speed; make arithmetical calculations quickly and accurately; type at a speed of at least 60 words per minute from clear copy; transcribe from tape accurately; process documents using current district word processing software; meet the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be arranged.

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