Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **HIGH SCHOOL SECRETARY/ADMINISTRATIVE ASSISTANT**
Department: High School
Reports to: High School Principal

SUMMARY:

Performs a variety of complex and responsible secretarial/administrative assistant 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:

- Acts as secretary/administrative assistant to the High School principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the school principal of routine administrative functions not requiring his/her immediate attention
- Performs as financial supervisor for student body funds
- Maintains student body and general fund financial records
- Processes documents such as purchase orders, bank deposits, appropriation and expenditure transfers
- Assists in school site budget development and monitoring
- Collects money for student body activities and general fund accounts
- Keep up to date with ASB accounting laws & guidelines
- Works closely with the Activities Director
- Collects students ASB, Transportation, and sports fees
- Maintains Webstore and balances it monthly
- Prepares and sends letters for NSF Checks
- Facilitates 1099/IRS Reporting for ASB
- Helps with snack bar purchases and fundraisers as needed
- Code and turn in monthly time sheets
- Arrange substitutes as needed
- Inputs bell schedules and update marquee weekly
- Ensures that Workers Compensation and accident/incident forms are filled out when needed
- Attends monthly staff and leadership meetings
- Updates school calendar and daily bulletin
- Takes notes and/or transcribes dictation of letters, memoranda, and other documents
- Acts as a receptionist to screen visitors and phone calls for principal
- Maintains routine and confidential files and appointment schedule for principal, setting up and arranging meetings and conferences
- Acts as a resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site
- Process, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards
- Composes and types correspondence, memos, and/or reports on own initiative, from marginal notes, or from oral and written directions.
- Types a variety of materials from clear draft, hand-written copy, notes, and verbal direction including memos, correspondence, reports, purchase orders, forms, cards, and records

- Distributes materials and information to teachers, students, and other staff members and ensures timely responses
- Ensures supplies are ordered, stocked, and distributed to staff
- 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)
- Maintain site building use and facilities calendar. Process and schedule and make arrangements for all site applications
- Perform 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 graduate or general education degree (GED) and two years of responsible secretarial experience, preferably in a school environment.

OTHER SKILLS and ABILITIES:
Knowledge of public school clerical operations and functions. Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing. Knowledge of correct English usage, spelling, grammar, and punctuation. Knowledge of financial record keeping methods and practices. Ability to understand and apply successfully a variety of complex directions to specific situations. Ability to perform minor first aid in strict compliance with established district policy. Ability to proofread work accurately. Ability to take notes and dictation and transcribe them accurately. Ability to communicate effectively and tactfully in both oral and written formats. Ability to establish and maintain a variety of record keeping, reference, and data collection systems. Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision. Ability to prioritize and coordinate workflow and timelines for self and others. Ability to establish and maintain effective work relationships when contacted in the performance of required duties. Ability to operate a variety of office equipment. Ability to utilize current district word processing software, databases associated with programs the school uses, and spreadsheet programs on the computer. Ability to type accurately at a minimum rate of 60 w.p.m. Ability to accurately key 130-132 strokes per minute on an electronic calculator or pass BT020 10-Key Calculator.

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 parents, staff and students.

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 almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Board Approved 01/16/2018
Revised, Board Approved 02/04/2025