SECRETARY - SCHOOL

Purpose Statement

The job of Secretary - School is done for the purpose/s of providing secretarial support to assigned personnel; communicating information to staff, the public, and other districts; orienting personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested. The functions of this job classification require the performance of activities that are often of a confidential nature.

Essential Functions

- Administers first aid and medication to students under the direction of health professional as assigned for the purpose of meeting immediate health care needs.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned (e.g. training's, in-services, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with District and/or county employees, central office administration, government agencies (e.g. court testimony, attendance inquiries, dispatching drivers and/or emergency services, etc.) for the purpose of resolving problems and coordinating processes.
- Compiles data from a variety of sources (e.g. other department personnel, transcripts, health information, grades, payroll, honor roll, attendance, testing, enrollment information, etc.) for the purpose of processing student fees, sale of products, etc. in compliance with financial, legal and/or administrative requirements.
- Composes documents (e.g. standardized correspondence, agendas, reports, bulletins, newsletters, memos, phone messages, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a variety of activities (e.g. meetings, site-in service day activities, workshops, field trips, charter services, travel arrangements, ceremonies, etc.) for the purpose of delivering services in conformance to established guidelines and/or ensuring efficient utilization of personnel, equipment and facilities.
- Distributes mail, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records (e.g. payroll records, fuel tracking records, ridership counts, program reports, student files, enrollment, requisitions, grades, attendance, work orders, emergency cards, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Monitors playground and cafeteria activities and school grounds as assigned for the purpose of ensuring a safe and positive learning environment.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Processes documents and materials (e.g. attendance, ridership counts, bus routes/assignments, payroll records, etc.) for the purpose of disseminating information to appropriate parties and/or ensuring compliance with established regulations.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information facilitating communication among parties and/or providing direction.
- Screens inquires of staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications: and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and office methods and practices

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; interacting with children; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization’s services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some hazardous conditions.

Experience: Job related experience is required.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test in
Excel, Word, Math, 10 key operation
Typing (55 wpm)

Certificates & Licenses

None Specified

Continuing Education/Training

Training and attendance at
workshops as appropriate.

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening