



Romoland School District

JOB DESCRIPTION

SECRETARY III MIDDLE/TK-8 SCHOOL

DEFINITION:

Under direction, organizes, coordinates, schedules, performs and oversees office functions involving complex and diverse activities; serves as secretary to the Principal or assigned administrator, coordinating communication between administrators, District and site personnel, parents, students and the general public.

Example of Duties:

1. Perform a variety of secretarial and clerical duties. Handle a heavy volume of telephone and personal contacts by parents, the public and staff.
2. Assist in health-related activities when health tech/LVN is not available; administer first aid as assigned; administer prescribed medication in accordance with District policy; maintain related records.
3. Accurately, swiftly and cordially respond to a broad range of inquiries, oral and written, incorporating appropriate District and School policies with tact, poise, maturity, clarity, and independent judgment in the return communication.
4. Handle and reconcile funds (e.g. including but not limited to petty cash, abatements, food service funds, middle school ASB funds, IT Technology fines & purchases, etc.) for the purpose of recording and reconciling expenses; and ensuring compliance with district financial and legal requirements.
5. In the absence of the attendance clerk, support the basic functions of the school attendance clerk.
6. Compile and type various detailed reports and statistical data, duplicate rosters, bulletins, letters, reports, requisitions, schedules, accident reports, etc.
7. Compose and type routine correspondence independently or from brief verbal instructions or notes.
8. Input and follow up on work orders (MOT & IT Input and follow up on MOT work orders: assist staff with IT Help Requests when experiencing account access issues).
9. Receive, open, sort, and route mail.
10. Provide services to assist in maintaining an atmosphere, attitudes, and actions conducive to a learning environment.
11. Provide assistance to students who arrive at the school office.
12. Orient substitutes and new staff to the school and its procedures: schedule and recruit site substitutes in coordination with the Human Resources Department.
13. Collect and record monies, maintain, and monitor budget and other financial records.
14. Inventory and order supplies to ensure availability of materials.

15. Establish and maintain files.
16. Issue and maintain site key file.
17. Maintain calendars: school, website, and facility.
18. Register staff for conferences, complete registration process, requisitions, and travel arrangements.
19. Obtain and process contracts for outside vendors. ASB, and field trips.
20. Operate school intercom.
21. Monitor and perform radio checks.
22. Maintain daily records of staff and substitute attendance and submit monthly attendance for all staff.
23. Attend necessary meetings to obtain information required to perform job functions.
24. Capture and monitor site professional development activities and attendance.
25. Follow and support with the implementation of district policies, practices and protocols.
26. Process materials, documents and reports (e.g. master schedule, agendas, supply distribution, etc.) for the purpose of disseminating to appropriate parties and ensuring documentation and accuracy of required information.
27. Communicate with administrative staff, department chairpersons and other appropriate staff members for the purpose of maintaining an efficient and safe operation of the campus and instructional program.
28. Support assigned administrative personnel for the purpose of assisting them with their job functions of maintaining overall site operations.
29. Perform other related duties as assigned.

Qualifications

Knowledge of:

Modern office practices; methods and procedures; appropriate English usage, spelling, grammar, punctuation and arithmetical concepts, standard office machines and equipment including computers; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

Ability to:

Plan, prioritize, organize work of self and others; perform responsible clerical work; understand and prepare reports; understand and carry out oral and written directions; establish and maintain cooperative working relationships, communicate accurately, effectively and courteously orally and in writing to a diverse audience often under busy and/or difficult situations.

Physical Requirements:

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under

sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people, including adolescents, in a calm and professional manner.

- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Experience:

2 years of experience in secretarial and/or clerical work OR 3 years of any combination of secretarial/clerical work and/or experience in a school district.

Required Licenses and/or Certificates:

Possession of a valid and appropriate California Driver's License may be required. A Standard Red Cross First Aid Certificate will be required of new employees assigned to this position. The district will provide Red Cross First Aid & CPR training within 30 days if the desired candidate does not currently possess a certificate.

Education:

High School Diploma or equivalent.
Must pass district proficiency test for secretary.

Employment Category:

Classified Bargaining Unit

Initiated:

12/12/06

Job Description Board Approved:

1/9/07

Revised:

11/14/2023