

CYPRESS SCHOOL DISTRICT  
Cypress, California 90630

**CLASS SPECIFICATION**

**SCHOOL ADMINISTRATIVE SECRETARY**

**DEFINITION**

Under the direction of a site administrator at an assigned elementary school, perform a wide variety of complex and responsible secretarial, technical, and administrative assistant duties relative to the organization and management of a school site; serve as administrative secretary to the site administrator; perform public relations and communication services; train and provide work direction to office staff, and do other related work as assigned.

**REPRESENTATIVE DUTIES**

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Facilitate school safety regarding early pickup of students and visitor/volunteer clearance and identification guidelines
- Perform a wide variety of secretarial work, including typing/word processing, data entry, proofreading, filing, distributing correspondence/mail, and processing work orders and district forms
- Enroll and disenroll students according to established Board Policy
- With a high degree of accuracy, create, review for compliance, and maintain with yearly verification both cumulative folders and student electronic files according to Board Policy; ensure proper use of and access to said student files
- Arrange and schedule meetings, appointments, field trips, buses, and maintain multiple calendars
- Following district protocols, work with office staff, parents, and teachers to verify and provide accurate reporting of daily student absence data; keep documentation in compliance with requirements of yearly audit; utilize district protocols for improving student attendance, including Student Attendance Review Team (SART) meetings and referring students, as needed, to the Student Attendance Review Board (SARB)
- Maintain and submit accurate staff attendance records for payroll purposes
- Assist district substitutes by providing them with necessary keys, materials, time cards, and information.
- Prepare and submit staff and student incident/accident reports
- May supervise students within the office
- Administer basic first aid, follow student health plans, and screen ill and/or injured students in accordance with Board Policy in the absence of district nurse; administer medications to students according to physician's instructions and maintain student medical log; call district nurse or paramedics as needed

- Create and maintain digital and/or electronic content for the school website, marquee, and other various digital platforms and programs utilized by the school site, as assigned
- Receive money, write receipts, prepare cash transmittals, and maintain and balance petty cash account
- Enter purchase requisitions for school supplies and equipment according to district protocol

### **ORGANIZATIONAL RESPONSIBILITIES**

This is a full-time clerical position in an elementary school. This position maintains confidentiality while providing guidance to staff, trainees, students, parents, and volunteers, as assigned. Positions in this class are characterized by the relatively small amount of supervision received since duties must often be performed while the principal is absent from the office. Frequent contact with parents, teachers, and students is characteristic of positions in this class.

### **QUALIFICATIONS**

To perform this job successfully, an individual must possess:

#### **Knowledge of:**

- Modern office practices and procedures, including phone etiquette, filing, data entry, and preparation of business correspondence
- Microsoft Office Suite, Google Suite
- Correct English usage, spelling, grammar, and punctuation
- Mathematical calculation

#### **Ability to:**

- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain effective and cooperative relationships
- Maintain confidentiality
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Accurately type at a speed of 50 words per minute from clear, legible copy
- Make accurate mathematical calculations
- Safely operate a variety of office equipment
- Maintain regular attendance and punctuality
- Learn and administer basic first aid and CPR as needed

#### **Education and Experience:**

- Graduation from high school, or equivalent
- Three years of responsible clerical experience, or two years of clerical experience in a school setting
- Sufficient training and experience to demonstrate the knowledge and abilities listed above

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

While performing duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder. There is possible exposure to blood-borne pathogens, body fluids, and communicable diseases; occasional work with sharp objects (i.e. syringes, scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing, as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 25 pounds. This position may require providing physical assistance to students of various weights. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and the ability to focus are required.

Revised, PC Approved: December 10, 1980

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