

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT PRINCIPAL'S SECRETARY (Range 20)

BASIC FUNCTION:

Under the direction of an Assistant Principal, perform a variety of clerical and secretarial functions in support of school office operations for an assigned function within a high school, middle school or elementary school; perform public relations and communication services for the Assistant Principal.

REPRESENTATIVE DUTIES:

Perform secretarial duties in support of an Assistant Principal, relieving the supervisor of routine administrative detail as appropriate; independently compose letters, memoranda and bulletins as directed. **E**

Coordinate the assigned office acting as receptionist and primary contact and reference source for staff, students, parents and the public; provide information over the phone or in personal contacts with parents, students or school personnel as appropriate. **E**

Schedule and coordinate meetings, appointments and conferences for the Assistant Principal, teachers and counselors. **E**

Perform attendance-related duties and provide work direction and guidance to Attendance Assistants as assigned; complete monthly attendance register and scan sheets; verify absences and issue re-admits. **E**

Prepare and type suspension and expulsion forms and reports; compile homework assignments for students as requested; maintain discipline files. **E**

Prepare receipts for payments for textbooks, fines and other matters. **E**

Type from rough drafts or verbal instructions a variety of materials such as report cards, letters, memoranda, bulletins, reports, work orders and statistical data. **E**

Compile, prepare and maintain school office records and consolidate reports as directed by the Assistant Principal; maintain confidentiality of student information as appropriate. **E**

Assure timely communications between supervisor, staff, students, parents and the public. **E**

Order, receive, store and distribute supplies and office materials; maintain materials and equipment inventory. **E**

Operate a variety of office machines including typewriter, copier, computer terminal, scantron and other standard office equipment. **E**

Communicate with parents, students, teachers and the public to explain District policies and procedures. **E**

Prepare and maintain files of cum records as assigned; process and maintain inter- and intra-District transfers according to established procedures. **E**

Assist with registration activities as requested; provide information related to registration forms and policies.

Assist in health-related activities as assigned; administer first aid as assigned; administer prescribed medication in accordance with District policy; maintain related records.

Provide work direction and guidance to student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Receptionist and telephone techniques and etiquette.

Attendance record-keeping methods.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment.

Basic first aid techniques.

ABILITY TO:

Perform and coordinate office, secretarial and clerical work in support of an Assistant Principal.

Learn, interpret, apply and explain school and District policies, rules and objectives.

Work independently with little direction.

Understand and interpret rules and written directions and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Type at 45 words net per minute from clear copy.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.
Train and provide work direction to others.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Administer basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by courses in secretarial science or related field and two years of responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions and noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to assure accurate and complete correspondence.
Sitting for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist to file materials.

HAZARDS:

Contact with dissatisfied or abusive individuals.
Contact with sick or bleeding students.