**CLASS TITLE**: **SENIOR SECRETARY ALTERNATIVE/SMALL SCHOOLS**

**DEFINITION:** Under general supervision, performs a wide variety of clerical and secretarial tasks of moderate difficulty at all Small Schools/Alternative Schools and performs related work as required.

**EXAMPLES OF DUTIES:**

- Prepares and maintains student enrollment, transfer and attendance/participation records. **E**
- Compiles records of testing activity and generates student rosters. **E**
- Records and does follow-up work on daily student absences. **E**
- Communicates with staff, parents and others regarding student absences/participation. **E**
- Approves student absences. **E**
- Compiles required information for preparing various reports and documents, including those on student attendance and student participation, upon request. **E**
- Registers new students. **E**
- Checks out withdrawing students. **E**
- Maintains and verifies permanent records for enrolled students. **E**
- Collects roll books at the end of the year.
- Maintains control of room keys. **E**
- Computes and records grade point averages for each student. **E**
- Generates a class rank list for the graduating class.
- Identifies and reports to the principal the personnel, fiscal, material and systems resources requirements of the school office. **E**
- Supervises maintenance of central records and routine reports related to school programs, operations and activities, the status of students and school staff, and the acquisition, use and disposition of all school resources. **E**
- Maintains principal's calendar and the master calendar of the school, scheduling meetings and other activities. **E**
- Represents the principal to school staff, various district offices, students, parents and general public in matters not requiring the personal attention of the principal or other professional staff. **E**
- Provide full secretarial services to the principal. **E**
- Prepares and types documents **E**
- Prepares documents and inputs information into data systems **E**
- Provides training and assistance for staff and others on student data base system **E**
- Compiles and calculates simple statistical data
- Completes a variety of forms, lists and reports **E**
- Maintains files and records **E**
- Prepares and submits purchase orders for supplies and materials and verifiespurchases
- Assists site administrators with site budget allocations, reports, coding and tracking expenditures, and other related tasks **E**
- Prepares student transcripts, requests and forwards transcripts **E**
- Answers phone calls **E**
- Schedules meetings and appointments **E**
- Processes mail **E**
- Receives the public and provides general information **E**
- Operates standard office equipment including computers and related software **E**
- May provide first aid to students **E**

**DESIRABLE QUALIFICATIONS:**

*Training and Experience:* One year experience in general office work; or an equivalentcombination of training and experience.

**Knowledge of:**

- General office procedures
- Basic arithmetic
- Basic grammar, spelling and composition
- State and district administrative programs, policies and procedures related to small schools/alternative schools.
- Organizing and reporting data and information about school programs and activities, the status students and teachers and the status of material and fiscal resources.
- Providing information about the district and school programs, policies and procedures to students, parents and staff.
- Administering first aid.

**Skill in:**

- The operation of general office equipment
- Following written and verbal instructions
- Working effectively with students, staff and the public
- Performing clerical and secretarial tasks in an accurate and timely manner
- Typing and filing

**Ability to:**

- Work independently
- Organize work for maximum efficiency
- Learn to operate radio dispatching equipment
- Learn to operate a computer keyboard
- Drive from site to site in a timely and efficient manner
- Establish and maintain effective working relationships.
- Understand and follow oral and written instructions.

**Licenses and Certificates:**

- Some positions may require American Red Cross First Aid Certificate
- Valid California driver's license

**Physical Abilities:**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders,and horizontally; lift objects weighing up to 25 pounds.

CST, Salary Range: 477
Approved by Board of Education: June 23, 2021
MT. DIABLO UNIFIED SCHOOL DISTRICT