Encinitas
UNION SCHOOL DISTRICT

SCHOOL SERVICES SECRETARY
JOB DESCRIPTION

JOB SUMMARY:

Under the direction and supervision of the school principal, performs essential clerical and administrative duties to positively support school operations and student learning; responsible for front office functions; greets and assists visitors, determines needs, verifies appointments, and directs individuals to appropriate staff or locations; responsible for student attendance, student registration, student intent to return, beginning and end of the year procedures, generates and distributes a variety of reports, and ensures accurate recordkeeping and smooth office workflows.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure that customer service is at the forefront of all office staff interactions and that the office is welcoming and supportive of all educational partners, the community and the public.
- Act as receptionist for the school; greet and receive public, parents, students, vendors, etc. in a courteous manner; monitor all persons entering and exiting the school; maintain visitor log/platform; direct or escort visitors to various locations or staff members.
- Operate a telecommunications system; receive incoming calls; record information as required; transfer calls to appropriate staff; respond to inquiries, voicemails and/or take messages and distribute to appropriate office/staff.
- Explain school and District procedures to pupils, staff and public.
- Maintain a variety of files, documents and student files and records (e.g., emergency cards, reports, student cumulative files, daily attendance logs, student lists, volunteer/visitor log, student sign-out log, etc.).
- Track attendance accounting of all students using a student information system; input attendance codes; prepare tardy slips; create a list of verified and unverified absences; prepare weekly and monthly attendance reports.
- Maintain accurate attendance records by verifying student absences either through written or verbal communication with parents or guardians (e.g., telephone, email).
- Prepare and maintain all necessary documents related to student attendance accounting (e.g., daily phone logs, School Attendance Review Team (SART) and School Attendance Review Board (SARB) attendance letters, weekly attendance/teachers, etc.).

- Serve as the first point of communication for new student enrollment, registration and transfer of records, custody issues, and Child Protection Services (CPS) issues.
- Assure each returning family completes Intent to Return via the Parent Portal on an annual basis; checks for completeness, accuracy, and Residency Verification process. Follow up in a timely manner.
- Assure each family completes the required Beginning of the Year forms; checks for completeness, accuracy, and follows up in a timely manner.
- Confer with parents and students in the process of enrolling, registering, recording and communicating early student pick-ups, releasing and transferring students.
- Generate and distribute student and staff reports as requested.
- May assist with the receipt and distribution of sort of incoming and outgoing mail.
- Administer first aid to students in the absence of the District Nurse or Health Technician.
- Operate a variety of office machines including computers, copiers and communications equipment.
- May assume the role of lead person in the office in the absence of the Office Manager.
- May assist with coordination of student discipline (e.g., In School Suspension, lunch and recess detention).
- Perform other functions, duties, and tasks related to the class as assigned.

QUALIFICATIONS:

Knowledge of:
- General goals of public education
- Principles of office management and organization
- Customer service skills
- Interpersonal skills including use of tact, patience and courtesy
- Student Information Systems
- Data management, storage and retrieval systems
- Modern office practices, procedures and equipment
- Proper use and operation of a telecommunications system; proper telephone techniques and etiquette
- Letter and report preparation skills
- Computational methods
- Correct English usage including grammar, spelling, punctuation and vocabulary
- Basic first aid

Ability to:
- Perform responsible clerical and secretarial work independently and effectively
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Understand and carry out oral and written instructions
- Assemble and compile data/information and prepare reports
- Establish and maintain a variety of complex and sensitive files and records

- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times
- Maintain regular and consistent attendance
- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers
- Perform basic arithmetic calculations
- Establish and maintain cooperative working relationships with staff, students and the public

Education and Experience:

- High School diploma or equivalent.
- One (1) year of school office experience or two (2) years of responsible clerical experience including public contact, preferred.
- Proven working experience in similar roles.
- Previous experience and advanced education are highly desirable.

WORKING CONDITIONS :

Environnent :

- School site and office environment with excessive, intermittent noise and frequent interruptions.
- Daily contact with District and school site staff.
- Daily contact with parents, community members and public.
- Potential for contact with bloodborne pathogens and communicable diseases.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time
- Kneeling; bending at the waist; and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Lift objects such as boxes containing documents and weighing up to 25 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials

OTHER:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid certification

CLEARANCES:

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Range: 10.5
Board Approved:09/09/2025