

SAN YSIDRO SCHOOL DISTRICT

TITLE: Administrative Secretary I

DEPARTMENT: As Assigned

FLSA: Non-Exempt

REVISED: September 2021

BASIC FUNCTION: The Administrative Secretary I shall work under the direction of the site supervisor and assume all clerical and/or secretarial type responsibilities as directed.

REPORTS TO: Site Supervisor

CLASSIFICATION: Classified (11 month)

SALARY: Classified Schedule Steps 9-13

Board Approved: October 21, 2021

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Operates the assigned telephone system.
- Memorizes telephone numbers and associates them with appropriate personnel
- Speaks in pleasing voice with clear enunciation and good diction
- Transmits messages with phone numbers and information to proper personnel.
- Records and compiles attendance information for pupils and personnel and submits related reports to appropriate destination.
- Maintains student records
- Assists certificated personnel with work requiring typing and the use of office machines.
- Supervises clerical assistants and assigns workload.
- Maintains confidential files and confidentiality.
- Assists in the verification of accuracy of student information compiled by certificated personnel.
- Prepares pupil and employee rosters.
- Prepares, issues, and verifies accuracy of all student registration materials.
- Maintains reference files.
- Checks, reports, records, and other data for accuracy, completeness, and compliance to established standards.
- Transcribes dictation of letters, reports, bulletins, memoranda, minutes, and other forms of communication.
- Independently composes communications regarding routine matters.
- Types from straight copy, rough drafts, or transcription equipment.
- Makes appointments and interviews visitors and telephone callers.
- Provides information of a general or limited technical nature.
- Prepares agenda items for meetings and conferences.
- Operates various types of duplicating and copying equipment.
- Operates various types of office equipment.
- Initiates and answers telephone calls.
- Makes arrangements for meetings, institutes conferences, etc.
- Receives, sorts, and distributes mail and takes appropriate action regarding outgoing mail.
- Checks all registration to make certain they are complete and accurate.

- Issues excused and unexcused absence forms, admission slips, etc.
- Keeps daily period check on all students' attendance.
- Prepares all attendance reports including computations.
- Keeps administrator, supervisor, and other concerned school personnel informed of student cases requiring their attention.
- Assists in programming and developing class schedules.
- Assists in scheduling and coordinating school and community activities.
- Registers new students.
- Prepares class lists and enrollment reports.
- Confers with parents regarding pupil's absences and welfare.
- Orders, receives, stores, distributes, and inventories forms, supplies, and all other materials.
- Administers minor first aid in the absence of the school nurse.
- Arranges appointments for pupils with staff members and District personnel working with children.
- Maintains an accurate record of student suspensions, expulsions, and other disciplinary action taken.
- Brings to the attention of the administrator or supervisor any matters concerning the welfare of the schools and District.
- Makes end of the year and/or needed work orders on needed office and school equipment.
- Prepares and maintains certificated and classified observations and evaluations and maintains confidentiality regarding same.
- Assists substitute personnel in maintaining an effective program.
- Responsible for the distribution and collection of keys and maintaining of record of same.
- Performs other duties and services as they might be assigned.
- Exhibits a professional demeanor in appearance, posture, grooming, dress, and social decorum.
- Maintains a professional and positive working relationship with other staff.
- Accepts constructive criticism and takes appropriate action.
- Demonstrates qualities of initiative, dependability, resourcefulness, and industry.
- Demonstrates ability to work cooperatively with others.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Basic operating knowledge of computer software related to word processing, spreadsheets, and data base programs.
- Correct English grammar, spelling, and punctuation.
- Use and operation of educational computer systems, equipment, and software.

ABILITIES:

- Able to lift and move supplies, and equipment of moderate weight; and ability to stoop and extend with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- High School Diploma or equivalent
- Associate's Degree in a related field OR any combination of education and clerical experience that equates to the completion of a two year associates degree. OR two years previous experience performing clerical and administrative assistant duties.

DESIRED QUALIFICATIONS:

- Bilingual - Biliterate (English/Spanish)

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.