

Dry Creek Joint Elementary School District

Job Description

POSITION TITLE: SCHOOL SECRETARY

Classification:	Classified	Work Year:	205 Days (Elem) 210 Day (K-8, MS)
Department:	School Sites	Board Approval:	03/05/1992
Reports To:	Principal	Work Year Revision:	02/19/2009
Salary Range:	Classified Salary Schedule, Range 18	Format Revision:	10/30/2009

BASIC FUNCTION:

To assist the Principal in the daily operation of assigned school site by performing a variety of complex and responsible secretarial support functions and to direct and coordinate the clerical work flow and activities processed through a school's site office.

REPRESENTATIVE DUTIES:

- Acts as secretary to Principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the Principal of routine administrative functions not requiring his/her immediate attention.
- Takes and/or transcribes dictation of letters, memoranda, and other documents.
- Acts as receptionist for assigned school screening visitors and phone calls.
- Maintains routine and confidential files.
- Assists with Principal appointment schedule; sets up and arranges meetings and conferences.
- Acts as resource person to teachers, students, parents, and general public regarding general and specific information on policies, procedures, and activities of school.
- Assists in arranging and assigning substitutes to fill Instructional Assistant and Playground Supervisor absences to ensure adequate coverage.
- Collects necessary information and maintains a variety of logs and records related to employee personnel transactions, timesheets, absences, substitute logs and records.
- Receives, date stamps and distributes incoming mail; processes outgoing mail.
- Collects money from students/staff for school activities and functions; receives and deposits in appropriate account or forwards to District office.
- Confers with and assists various community agencies; obtains, verifies, and provides information, delivers messages, performs clerical functions as required.
- Registers/withdraws students as required; processes related forms, sets up files, secures/forwards cumulative folders.
- Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, expenses; inventories and logs upon arrival.
- Attends various meetings; taking notes and preparing minutes.
- Coordinates and instructs other office employees in their work; oversees the work of student assistants.
- Processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards; may design some forms.
- Composes and types correspondence, memos, and/or reports from marginal notes, independently or from oral and written directions.
- Distributes materials and information to teachers, classified employees, and students and ensures timely responses.
- Performs basic First Aid in accordance with established District policies and guidelines.
- In absence of Principal/Vice Principal and unavailability of teacher-in-charge, makes decisions within strict limitations of District/school policies and procedures.
- Monitors and responds to District radio communication network.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid First Aid Certificate

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Public school clerical operations and functions;
- Proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing;
- Use of proper English, spelling, grammar, and punctuation.

ABILITY TO:

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Analyze situations and take appropriate action in a variety of procedural matters without immediate or direct supervision;
- Perform arithmetical calculations with speed and accuracy;
- Learn and effectively use computer software programs and related word processing;
- Understand and apply successfully a variety of complex directions to specific situations;
- Proofread accurately;
- Type accurately at a rate required for successful job performance;
- Take and transcribe dictation with speed and accuracy using shorthand and/or transcription equipment as designated by principal;
- Communicate effectively and tactfully in both oral and written forms;
- Establish and maintain a variety of record keeping, reference, and data collection systems;
- Operate a variety of office equipment such as calculator, transcriber, copy machine, and computer with speed and accuracy;
- Prioritize, coordinate, and monitor the work of others in a positive, productive, and timely manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:**ENVIRONMENT:**

- Normally located in a work environment with light physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.