Farmersville Unified School District

JOB TITLE: (BILINGUAL) ELEMENTARY SCHOOL SITE SECRETARY

JOB DESCRIPTION

BRIEF DESCRIPTION OF THE POSITION:
Under the general supervision of the Site Administrator, operates a central station phone system to give information to the public; performs routine clerical work, receives callers and visitors.

ESSENTIAL JOB FUNCTIONS:
1. Answers phone and communicates messages as necessary to personnel and students
2. Types letters, notices, memorandums, reports, bulletins, etc.
3. Duplicates materials
4. Registers, releases, transfers students
5. Assists in making arrangements for school and community activities held at the school
6. Operates computer, office machines
7. Maintains/sends/requests student records to assure all necessary information has been recorded
8. Files materials, requests, reports
9. Distributes mail, notices to employees and students
10. Obtains absence reports from employees and assists in maintenance of personnel records for regular and substitute employees
11. Collects and records lunch and other monies
12. Maintains weekly, monthly and daily records of monies for staff and students
13. Maintains and provides reports and record account data
14. Prepares and transports weekly site deposit
15. Monitors lunch applications
16. Takes care of minor accidents and ill students
17. Orders and receives supplies
18. Translates Spanish/English (must pass district administered bilingual test)
19. Performs other related work as assigned by supervisor
20. Prepares purchase order requisitions

NON-ESSENTIAL FUNCTIONS:
1. Supervises subordinate clerical employees and/or student assistants, as appropriate
2. Supervises students in the office
3. Distributes notices to staff, students, and parents
4. Prepares office for opening/closing of school
5. Distributes warrants
6. Maintains schedules of appointments
7. May take and transcribe minutes of meetings

MINIMAL REQUIREMENTS/PERFORMANCE STANDARDS:
1. Education: must have a high school diploma or its equivalent and the ability to type and operate a computer
2. Knowledge of Spanish - bilingual in English/Spanish
3. Computer literate - ability to learn Eagle program/Word Processing
4. Translate Spanish/English orally and written
5. Type from a clear copy at a rate of 40 wpm
6. Ability to meet the public tactfully and courteously
7. One year experience in clerical work
8. Knowledge of correct English usage, spelling, grammar, punctuation
9. Learn and apply school district procedures, rules and regulations
10. Willingness to use own transportation, run errands, attend meetings, etc.

Physical:
Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

Other Requirements:
Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).

Board Approved: *April 17, 2007*
CSEA Approved: *April 17, 2007*

CSEA Approved: May 27, 2025
Board Approved: July 15, 2025