JOB DESCRIPTION
ALTERNATIVE EDUCATION SECRETARY

DEFINITION:

Under the general supervision of the Site Administrator, operates a central station phone system to give information to the public; performs routine clerical work, serves as both the Registrar and Attendance Clerk, receives callers and visitors. Organize, coordinate, schedule, lead and perform a wide variety of administrative office activities. (Days-202) (Salary-Placement on the Classified Salary Schedule at a Range 18)

ESSENTIAL DUTIES:

- Serves as secretary to a school administrator; oversees the smooth operations of a school office and staff; continuously interacts and serves as a liaison with students, parents, staff, administrators and the community to answer questions and provide support on a wide variety of school policy and activity matters. Sign in and out and direct visitors, volunteers, parents, and students.
- Answer and screen phone calls and communicate messages as necessary to personnel and students; greet and assist students, parents, and visitors; assist in interpreting regulations, policies, and procedures.
- Types letters, notices, memorandums, reports, bulletins, documents, etc. compile information and data for reports and check data.
- Duplicates materials
- Registers, releases, transfers students; input or inactivate student data as needed; process paperwork for students leaving the school; process transcript requests.
- Communicate with parents about student attendance.
- Assists students and parents in registering, providing forms, and information.
- Performs student attendance accounting and recordkeeping within the student information system for the purpose of documenting and/or providing reliable student daily attendance information.
- Corrects discrepancies in data and resolves unexcused absences by contacting parents or guardians via telephone or written correspondence.
- Issues re-admit slips and off campus passes, tardy slips, and revises attendance forms.
- Assists in making arrangements for school and community activities held at the school
- Operates computer, office machines, use standard software to design formats to maintain records.
- Prepare, update, maintain, sends, requests student records to assure all necessary information has been recorded, including student cumulative files, emergency cards, attendance records, student transcripts, testing, academic performance, etc. using the student information system.
- Files materials, requests, reports
- Distributes mail, notices to employees and students
- Reconciles daily staff attendance; coordinates substitute coverage for certificated and classified staff using the online attendance monitoring system; assist substitutes as needed.
- Collects and records lunch and other monies
- Maintains weekly, monthly and daily records of monies for staff and students. Secure monies and process according to established procedures.
- Maintains, verifies, and provides reports and record account data; apply District, school, and/or program policies in determining completeness.

- Prepares and transports weekly site deposit
- Monitors lunch applications
- Administer first aid for minor accidents and ill students; notify parents of ill or injured students as needed.
- Orders and receives supplies
- Translate reports, correspondence, minutes, handouts, and other documents; may attend meetings to provide translation services for parents and staff in Spanish as needed.
- Maintains student records, sends, receives and updates student transcripts/cum records.
- Provides clerical support to counselors and staff by assisting with student enrollment, grade reporting, and class scheduling using the student information system.
- Generates and submits attendance reports on a daily, monthly, and annual basis in accordance with District requirements.
- Monitor, tracks, prepares purchase order requisitions for supplies and other related materials.
- Supervises subordinate clerical employees and/or student assistants, as appropriate
- Monitor students in the office.
- Distributes notices to staff, students, and parents
- Prepares office for opening/closing of school
- Distributes warrants
- Maintains schedules of appointments, coordinates meetings and conferences for the administrator. Assist with scheduling school events and activities.
- May take and transcribe minutes of meetings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Must have a high school diploma or its equivalent.
- One year experience in clerical work and responsible office administrative or attendance experience in a position involving frequent contact with the public.

Licenses, Certifications and other Requirements:

- Fingerprint clearance.
- Negative TB test results.
- Possession of CPR/First Aid Certificate.
- Typing Certificate (40 wpm)
- Translates Spanish/English (must pass district administered bilingual test).

Knowledge of:

- Advanced office procedures, including automated record-keeping, filing systems, business correspondence, and advanced telephone techniques.
- English usage, spelling, grammar, and punctuation.
- Advanced word processing techniques and methods may be required.
- Operation of computer and assigned software.
- Spanish, bilingual English/Spanish

Ability to:

- Perform specialized clerical work.
- Proofread for correct English usage, spelling, grammar, punctuation.
- Operate a computer accurately and efficiently, utilize standard software to design, format, edit, and input data.
- Learn pertinent procedures and functions and apply them.

- Design forms and compose routine business correspondence, instructions, and informational materials.
- Establish and maintain accurate records.
- Establish and maintain effective relationships with those contact in the course of work.
- Translate Spanish/English orally and written.
- Type from clear copy at a rate of 40 wpm.
- Meet the public tactfully and courteously.
- Learn and apply school district procedures, rules, and regulations.
- Use own transportation, run errands, attend meetings, etc.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, subject to constant interruptions.

Physical Demands: 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.

- Stand and walk for long periods of time.
- Sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis.
- Lift and carry 40 lbs.
- 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 hands and fingers to operate office equipment.
- Ability to work in rush conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA Approved: April 17,2007

Revised: February 4, 2025

CSEA Approved: May 27, 2025

Board Approved: July 15, 2025

FLSA Status: Non-Exempt