

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Secretary to the Director of Expanded Learning Opportunities Program (ELOP) and School Readiness

DEPARTMENT: Expanded Learning Opportunities Program (ELOP) and School Readiness

POSITION SUMMARY:

Under general supervision, to serve as Secretary to the Director of Expanded Learning Opportunities Program (ELOP) and School Readiness or his/her designee; to perform complex and responsible secretarial/clerical services for the department.

ESSENTIAL FUNCTIONS:

1. Serves as department receptionist and screens visitors.
2. Prepare letters, memos, reports, surveys, newsletters, brochures, and other documents as needed.
3. Plans, coordinates and prepares for meetings and conferences.
4. Maintains computerized budgets for multiple programs. Reviews site requisitions for accuracy and appropriate funding.
5. Orders supplies, handles mail, takes messages.
6. Maintains various databases, does research, and produces appropriate reports for the department.
7. Assists with the initial familiarization of duties of ELOP and School Readiness clerical staff.
8. Using information provided by the Director, prepares multi-media materials on a computer for training, presentations, and other communications; posts department information on web page as directed.
9. Composes correspondence independently or from brief verbal instructions.
10. Assists the Director or designee in all aspects of (clerical, report writing, registration, and communication,) for various District programs, including but not limited to Summer School, Transitional Kindergarten, Preschool Programs, and ELOP Programs.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of business courses, or two years of responsible secretarial work, to include public contact required. Previous experience in a public school or institution of higher education setting desired. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation and vocabulary.
2. Knowledge of office methods and procedures, including letter and report writing.
3. Knowledge of receptionist and telephone techniques.
4. Knowledge of advanced computer skills, including, but not limited to Microsoft Word and Excel.
5. Ability to operate standard office equipment.
6. Ability to perform responsible clerical work requiring independent judgment with speed and

accuracy.

7. Ability to make independent decisions and accurately interpret laws and practices.
8. Ability to type at a speed of 50 words per minute from clear copy.
9. Must possess strong interpersonal skills.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.

SALARY: Classified Range 40

Board Approved: 05/26/2026