

School Secretary / Executive Assistant / Health Aide

Position No: 10366783

Classified Salary Schedule: Group 2

Reports To: Superintendent / Principal

Work Schedule: Monday – Friday, 7:30 AM – 4:00 PM

Position Status: Full-Time

Position Summary

The **School Secretary / Executive Assistant / Health Aide** serves as the vital hub of Spencer Valley School and the main office. This high-visibility role combines warm, customer-facing hospitality with critical administrative, operational, state data-compliance functions, and primary student health care support.

As the primary face and voice of the school, the Secretary ensures a safe, welcoming, healthy, and efficient environment for students, families, staff, and visitors. Simultaneously, this role provides high-level administrative support to the Superintendent, manages state reporting compliance (CALPADS), oversees daily student records and attendance, administers basic student health services and first aid, and provides operational crossover support for business and nutrition services.

Key Responsibilities & Essential Functions

1. Front Office & Executive Administration

- **School Hospitality:** Serves as the head receptionist—welcoming visitors, managing visitor sign-ins, answering phones, and delivering top-tier customer service in a warm, professional manner.
- **Superintendent Support:** Provides comprehensive executive administrative assistance to the Superintendent/Principal, including managing calendars, preparing meeting agendas, and drafting district correspondence.
- **Communications:** Facilitates school-wide communications, including newsletters, parent notices, and emergency announcements.
- **Office Operations:** Maintains a clean, organized, and stocked front office and stocked items for the workroom; stocked copier paper for staff; coordinates incoming/outgoing mail, deliveries, and substitute coverage as needed.
- **Spencer Valley School Email:** Regularly monitors and manages the official school email account, responding to and forwarding messages to appropriate staff members, deleting unnecessary emails, maintaining an organized and up-to-date inbox, and ensuring important communications from families and outside entities are addressed in a timely manner.
- **Williams Complaints:** Ensures that all Williams complaints are accurately documented, regularly monitored, and reported to the appropriate entity within all required timelines.
- **School Accountability Report Card:** Works collaboratively with the school administrator to gather and verify required information for the School Accountability Report Card (SARC), ensuring it is completed accurately and submitted by the required deadline.

2. Student Health & Wellness Services (Health Aide)

- **First Aid & Triage:** Serves as the primary point of contact for daily student illness, injury, and health needs; administers basic first aid, CPR, and comfortable care in the office.

- **Medication Administration:** Safely administers prescribed and over-the-counter medications to students in strict accordance with physician orders, district policy, and parental consent; maintains accurate medication logs.
- **Health Records & Compliance:** Maintains accurate student health records, emergency medical cards, immunization records, and medical action plans (e.g., allergies, asthma, diabetes). Ensures compliance with state health mandates and reporting.
- **Health Communications:** Communicates promptly with parents/guardians regarding student illnesses, injuries, head bumps, or health-related emergencies; logs all health room visits.
- **Vision/Hearing Screenings:** Coordinates with the school nurse to schedule vision and hearing screenings for all students who require them.
- **Sanitation & Safety:** Maintains a clean and well-supplied health area; ensures emergency medical supplies and first aid kits across campus are fully stocked.

3. Student Information Systems (SIS) & State Reporting

- **CALPADS Management:** Leads the accurate entry, maintenance, verification, and certification of state-mandated CALPADS data (including student health/immunization status where applicable) in strict accordance with California Department of Education (CDE) deadlines.
- **CBEDS-ORA Reporting:** Coordinates the district's annual CBEDS reporting, ensuring required data is accurate, complete, and submitted to the California Department of Education by established deadlines.
- **SIS Data Integrity:** Maintains current, accurate student records (demographics, enrollment, emergency contact cards, medical alerts, academic history, address changes) within the Student Information System.
- **Records Oversight:** Maintains cumulative records management, health record transfers, enrollment/withdrawal processing, and official record requests between districts.

4. Attendance Tracking & Auditing

- **Daily Attendance:** Monitors daily student attendance and maintains daily tardy and absent logs. Maintains records for both the standard school day and the Extended Day / Afterschool Program.
- **Family Outreach:** Conducts daily safety calls to families by 9:00 AM for absences.
- **Compliance & Audits:** Prepares routine attendance reports and compiles documentation for district attendance audits.

5. Business & Operational Support

- **Purchasing & Invoicing:** Assists the Business Department by ordering supplies needed by staff. Orders items needed to keep the staff supplies available, orders office/health supplies as needed.
- **Nutrition Services Crossover:** Supports the daily operation of the school kitchen, including maintaining required meal service documentation. Assumes direct food preparation and cooking duties when the primary Food Service employee is absent.

6. Confidentiality, Safety, & Professionalism

- **Data & Medical Privacy:** Exercises strict discretion and compliance with state/federal privacy laws (**FERPA** and **HIPAA**) regarding sensitive student health data, personnel, legal, and financial information.
- **Campus Safety:** Assists with emergency response protocols, disaster drills, injury incidents, and student safety checks across campus.

Core Competencies & Core Expectations

- **Adaptability & Initiative:** Ability to pivot smoothly between high-level executive work, front-desk interruptions, student health needs, and operational support (such as kitchen duty) with a calm, positive attitude.
- **Compassion & Patience:** Strong interpersonal skills when caring for sick or injured children, reassuring parents, and collaborating with staff.
- **Communication:** Exceptional verbal and written communication skills characterized by patience, tact, and clarity.
- **Precision:** High attention to detail with proven accuracy in data entry, medication logs, and state reporting under tight deadlines.
- **Self-Direction:** Strong organizational skills with the ability to prioritize competing task lists independently.

Qualifications

Required:

- High School Diploma or GED equivalent.
- Valid **First Aid and CPR/AED Certification** (or ability to obtain within 30 days of hire).
- Proven experience in an administrative support, office management, or health assistance role.
- Advanced proficiency with modern office software (Google Workspace, Microsoft Office Suite, digital calendar systems).
- Ability to pass required background checks, TB test, and health screenings.

Preferred:

- Prior experience in a K-12 public school environment, particularly in a front-office or school health office capacity.
- Direct experience working with California Student Information Systems (SIS) and CALPADS.
- Current Food Handler Card (or willingness to obtain upon hire).

Physical Requirements & Working Conditions

- **Physical Mobility:** Ability to sit, stand, walk across campus, and respond quickly to medical calls or campus emergencies.
- **Lifting & Student Support:** Ability to lift, carry, and move office supplies or assist injured students weighing up to 25–50 lbs.
- **Health & Kitchen Environment:** Willingness and physical ability to work in both a health office and kitchen environment, following proper hygiene, food handling, and biohazard protocols.
- **Tech Usage:** Frequent operation of computers, multi-line phones, copiers, and standard office/medical tracking equipment.

Note: *This job description outlines the primary functions of the role but is not an exhaustive list of all responsibilities. The Superintendent/Principal may assign additional operational duties to ensure the seamless running of Spencer Valley School.*