

**CLASS TITLE: School Site Secretary**  
**Range 12**

**Basic Function:**

Under direction of the principal, to perform a variety of responsible secretarial duties in support of the assigned school office; and to serve as Secretary to the Principal or site administrator of an assigned school, including relieving the administrator of a variety of secretarial and clerical administrative detail.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Participate and assist in the administration of the school office
- Plan, organize and oversee activities and operations associated with the office
- Relieve the Principal or site administrator of a variety of administrative details.
- Perform the full range of secretarial duties for the Principal or site administrator
- Type and assemble reports, manuals, correspondence and other materials; independently respond to letters and general correspondence
- Compose and prepare letters, memoranda and reports pertaining to standard policies
- Post necessary information and announcements
- Serve as initial contact/resource person for the Principal or site administrator's office
- Screen calls, visitors and mail
- Respond to sensitive requests for information and assistance
- Interpret policies, rules and regulations in response to inquiries and complaints
- Resolve concerns and complaints and refer inquiries as appropriate
- Maintain calendars for the Principal or site administrator regarding administrative and department activities, meetings and various events
- Coordinate activities with other District departments, divisions, the public and outside agencies Make necessary arrangements and prepare agendas for meetings
- Take and transcribe dictation and minutes as assigned
- Participate in the preparation and administration of the school budget
- Submit budget recommendations; monitor expenditures; maintain administrative and financial records.
- Supervise and train assigned staff and student assistants
- Provide or coordinate staff training
- Direct the work activities of assigned clerical personnel; prioritize and coordinate work assignments
- Provide information and forms to the students, faculty, staff and the general public
- Supervise and perform specialized record keeping functions in the areas of registration, student cumulative folders, transcripts, attendance records, and report cards
- Assign, issue and maintain inventory of room and cabinet keys issued to teachers and other authorized personnel.
- Assist substitutes and aides in obtaining class information and classroom keys and finding the assigned rooms.
- Serve as liaison between the Principal or site administrator, teachers, students, parents and other staff members.
- Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy in the absence of the nurse or health services assistant
- Requisition, receive, store and distribute supplies
- Operate and perform minor maintenance on office machines, including copiers, calculators and computers
- Other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Principles and practices of office management
- Modern office practices, methods and equipment, including computer equipment
- Principles of business letter writing.
- Principles and procedures of record keeping
- Word processing methods, techniques and programs, including spreadsheet and database operations
- Principles and practices of data collection and report preparation
- Techniques used in public relations
- Alphabetical, numerical and subject matter filing systems
- Basic accounting and bookkeeping procedures
- Basic mathematical principles-
- English usage, spelling, vocabulary, grammar and punctuation

### **ABILITY TO:**

- Operate modern office equipment, including computer equipment.
- Type at 50 words per minute
- Take and transcribe notes at a speed necessary for successful minutes and summarization

## **EDUCATION AND EXPERIENCE:**

- Two years of responsible secretarial and clerical support experience which included decision making responsibilities and exercising of independent judgment.
- Experience in a school district is highly desirable.
- High School diploma and college level business classes

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- The noise level in the work environment is moderate.
- Interruptions due to student actions and walk-in traffic are frequent.
- The position requires multi-tasking and the ability to focus in a distracting environment.

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

Board Approved: June 26, 2014