

SCHOOL SECRETARY IV - HIGH SCHOOL MAIN OFFICE

Definition:

Under the direction of the Principal/Vice Principal of a high school and with a minimal amount of supervision perform a wide variety of school office management duties of more than average difficulty; to assist the administration by relieving the Principal/Vice Principal of routine administrative detail; to perform public relations and communications for the school site; to perform public relations and communications for the school site; to assist in covering other school office duties during months when 10 and 11 month school personnel are not present at school site; to assist in caring for students when the school nurse is unavailable; and to do other work as required or directed.

Examples of Essential Duties:

1. Coordinate and manage a variety of office activities to relieve the Vice Principal/Principal of routine administrative detail.
2. Perform a variety of secretarial and clerical duties for the Vice Principal/Principal; speak on behalf of the Vice Principal/Principal as appropriate.
3. Manage the front portion of the high school office; greet visitors and receive telephone calls, provide information concerning school policies, procedures, actions, activities, programs and schedules and in general serve as the administration office receptionist with the accompanying responsibilities of that assignment.
4. In the absence of the school nurse and/or nurse's office personnel, perform routing first aid procedures, log and administer prescription medications, contact parents and provide health information dealing with high school students.
5. Assist in registering new students as requested within compliance of local and state regulations.
6. Coordinate Student Body Accounts (payable and receivable) for the District and Reedley High School, 15 schools in all, for a total of 119 Associated Student Body Accounts.
7. Requisition, receive, store and distribute student body and school supplies and office materials pertaining to all district student body activities and accounts.
8. Operate with efficiency and accuracy a variety of office equipment including computer terminals, computer, printers, two-way radio communication system, intercom phone system, public address system, FAX machine, memory typewriter, copiers, calculators, Thermofax machines, Riso printers, chart printer machine, etc.
9. Produce and distribute daily student bulletin.
10. Produce and distribute daily staff bulletin (separate from student bulletin).
11. Read daily bulletin and make official announcements daily over public address system as requested.
12. May be required to supervise students who are sent to the office for discipline problems while they are waiting for appointments with the Vice Principal and or Principal.
13. Display ability to maintain good rapport with law enforcement agencies in all capacities and in confidential situations dealing with students, staff and parents.
14. May be required to count & deposit moneys for student body accounts.
15. Make necessary bus transportation arrangements for students as needed for field trips, Concessionaire, roter buses, etc. Coordinate all forms and maintain records of transportation requests for student body activities.
16. Schedule substitute teachers, custodians, etc., when principal's secretary is absent.
17. Perform Student Finance Office duties when Student Finance Office personnel are not available (11 month employees): Issue purchase order forms and purchase order numbers; maintain ledger sheets; write, sign and issue checks; issue student bills; collect student moneys for bills/fines; monitor lost and found items.
18. Run computer printouts of multiple monthly reports for Student Finance Office.
19. Maintain 1099 (W-9) report for all ASB accounts and submit annual report per state/Federal regulations.
20. Maintain & coordinate all activity calendars for high school including: Athletic events, all sports events - both home and away, Performing Arts Theater events, all miscellaneous events held on high school campus.
21. Monitor and maintain records of all Use of Facility requests, including liability insurance compliance as needed, for all high school facilities. Issue copies of Use of Facility requests as approved to appropriate personnel.
22. Assist all high school booster organizations with fund-raiser activities and inventories.
23. Process student Academic Awards: order, organize, record and issue awards as requested.
24. Coordinate scholarship payment requests and issue checks to student recipients.
25. Maintain student scholarship files for reference, payment and processing.

26. Serve as Athletic Director's secretary as needed (Keep sport schedules; Issue student sports eligibility documents; Keep student athletic eligibility records for student athletes and coaches' reference; Sell and issue Athletic Booster Passes to parents and community).
27. Assist Student Council with various campus activities throughout the year.
28. Provide all ASB services to district year-round school, 14 school sites in addition to Reedley High School.

Qualifications/Knowledge of:

1. Receptionist and telephone techniques and etiquette.
2. Modern office practices, procedures and equipment, including operation of Macintosh and PC computers.
3. Rules, regulations, laws, policies, and objectives governing the district.
4. Business English including vocabulary, grammar, spelling and punctuation.
5. Oral and written communication skills.
6. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Meet the public tactfully and courteously in person or via telephone.
2. Establish and maintain cooperative and effective working relationships with others.
3. Compile and maintain accurate and complete records and reports.
4. Work independently and innovatively as unpredictable situations occur with little direction, and also, work confidentially with discretion.
5. Understand, follow and carry out oral and written directions.
6. Efficiently and accurately operate both Macintosh and PC computers, and troubleshoot the school's computer system.
7. Perform duties effectively with many demands on time and constant interruptions.
8. Analyze situations accurately and adopt an effective course of action.
9. Work well with other employees under various circumstances.
10. Make mathematical calculations with speed and accuracy.
11. Display positive self-motivation in assignment.

Education:

AA Degree or 60 units or job equivalency

Experience:

Three years of increasingly responsible secretarial/clerical experience preferably including at least three years in a public school office.

Licenses and Other Requirements:

1. Valid California Drivers License
2. Valid CPR and First Aid Certificates
3. Pass the KCUSD Instructional Aide/Secretarial Test.
4. Type a minimum of 45 words per minute.

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.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is occasionally required to walk and to stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to review and assure accuracy of student records, reports and communications; dexterity of hands and fingers to operate a keyboard is required. Some driving may be necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers, yet maintain accurate records and communications. Occasionally the position requires the employee to come into contact with dissatisfied or abusive individuals.

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.

First reading: 7/98

The noise level in the work environment is usually moderate.

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.