

## SCHOOL SECRETARY IV

### **Definition**

Under the direction of the Principal, perform a wide variety of school office management duties of more than average difficulty; to assist the administration by relieving the Principal of routine administrative detail; to assist in caring for students when the school nurse is unavailable; to keep an accurate account of student attendance; to perform public relations and communications for the school site; and to do other work as required or directed.

### **Essential Duties**

1. Coordinate and manage a variety of office activities to relieve the Principal of routine administrative detail.
2. Perform a variety of secretarial and clerical duties for the Principal; speak on behalf of the Principal as appropriate.
3. Manage the front office of a school; coordinate communications between the Principal's office and faculty, students, parents and outside organizations; greet visitors and receive telephone calls; provide information concerning school policies, procedures, actions, activities, programs and schedules.
4. Register new students; review student records, including immunization records, birth certificates and physicals, as needed for compliance with school and state regulations.
5. Keep an accurate record of student attendance to be entered into the computerized attendance program.
6. Prepare and maintain accurate cumulative records and files concerning students. Maintain accurate hard copy student records and files.
7. Perform routine first aid procedures in the absence of the school nurse; assist in screening ill or injured students in accordance with District regulations; contact parents and provide health information as necessary.
8. Compile and prepare reports for food service, student body accounts, etc. May prepare and submit monthly and supplemental payroll reports.
9. May be required to requisition, receive, store and distribute school supplies and office materials.
10. Operate a variety of office equipment including computer terminal, typewriter, copiers, calculators and intercoms.
11. May be required to train and provide work direction and guidance to classified and certificated personnel as assigned. May supervise the work of student assistant's and evaluate performance for grading.
12. May be required to supervise students that are sent to the office for discipline problems while they are waiting for disciplinary action.
13. May be required to count and deposit moneys for food services, student body accounts, etc.
14. Make necessary bus transportation arrangements for students as needed.
15. Schedule for substitute teachers, custodians, etc.
16. Perform other related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

1. Receptionist and telephone techniques and etiquette.
2. Modern office practices, procedures, and equipment, including computer operation.
3. Rules, regulations, laws and policies 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. Make mathematical calculations with speed and accuracy.
5. Work confidentially with discretion.
6. Understand, follow, and carry out oral and written directions.
7. Perform duties effectively with many demands on time and constant interruptions

### **Education**

High School diploma or equivalent.

### **Experience**

Two years of increasingly responsible clerical experience, preferably including at least one year in a public school office.

### **Licenses and other requirements**

1. Valid California Driver's License
2. Valid CPR and First Aid Certificates
3. Must pass the Clerical/Instructional Aide Test with a minimum of 80%.
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 the job, the employee is regularly required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl and reach with hands and arms. The employee is frequently required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. The employee is continuously required to interact with public, students and staff while meeting multiple demands from several people. The employee must occasionally lift and/or push up to fifty pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, distance vision and depth perception.

**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.

The noise level in the work environment is usually moderate to loud.

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.