

JOB DESCRIPTION

Pleasanton Unified School District

SCHOOL SECRETARY

Purpose Statement:

The job of School Secretary is done for the purpose/s of supporting critical administrative functions at a school site, working on behalf of assigned school administrators; ensuring efficient operation of support functions; documenting and communicating information, activities and actions; providing interpretation, comparisons and/or recommendations; directing correspondence for prompt action; and determining appropriate action/referral to achieve resolution.

Essential Functions

- Administers first aid and medication to students as may be required within established health guidelines for the purpose of meeting immediate health care needs of students.
- Attends meetings as assigned (e.g. budget, planning, etc.) for the purpose of representing the Assistant Principal, conveying and/or gathering information.
- Compiles data from a variety of sources (e.g. W-9's, 1099 information, budgets, progress reports, attendance records, Independent Study Contract approvals, ADA reports, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes documents (e.g. correspondence, bulletins, newsletters, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a variety of programs and/or activities (e.g. task assignments, student schedules, meetings, classroom and site staff coverage, site in-service activities, workshops, conferences, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Maintains documents, files and records (e.g. accounts receivable/payable, attendance records, administrative records, transcripts, testing data, office procedures, forms, attendance/confirmation reports, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors assigned school activities and/or funds for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Orients new site personnel (substitutes and staff as required) regarding appropriate school and district practices (e.g. directions, building procedures, etc.) for the purpose of effectively assimilating new personnel into site operations.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, mailings, etc.) for the purpose of providing information and/or materials as needed.
- Prepares written materials (e.g. calendars, attendance reports, athletic clearance slips, journal transfers, statistical records, budgets, reports, memos, letters, handbooks, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. registrations, bank deposits, collections, check requests, work orders, forms, ADA reports, Independent Study Contracts, field trip forms, receipts, bank deposits, etc.) for the purpose of disseminating information to appropriate parties for action.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; using pertinent software applications; performing standard bookkeeping; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; office methods and practices; and accounting/bookkeeping principles

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; maintaining cooperative work relationships; communicating with diverse groups; meeting deadlines and schedules; being flexible; working with frequent interruptions; working with detailed information/data; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

First Aid/CPR

Continuing Educ./Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 15