

## **SCHOOL SECRETARY**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the site Principal, performs a variety of routine clerical, secretarial and receptionist tasks. In addition, performs record keeping work in compiling and maintaining attendance records for students and reporting attendance of students to the District Office. Typical duties will include, but are not limited to, maintaining student records and files and preparing brief reports, collecting and depositing funds while maintaining auditable records, and keeping time records for employees. Other duties will include operating various office machines, conferring with parents, teachers and administrators regarding student welfare, administering first aid to students in absence of nurse and maintaining confidentiality of student records.

### **ESSENTIAL DUTIES –**

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Tends to the general needs of the students for the purpose of ensuring their safety and welfare.
- Compiles, assembles, reviews, prepares and maintains a variety of student data; inputs, updates and modifies student, attendance and a variety of other data and information using student information systems; establishes and maintain student and various other records and files.
- Calculates, prepares, revises and accounts for student attendance data; verifies, processes and records excused and unexcused absences; processes and verifies student absence notes and information from parents and others; contacts parents to verify absences as needed.
- Monitors student attendance and assists with identifying attendance issues and discrepancies; identifies, verifies and communicates student truancies and excessive absences to appropriate personnel.
- Registers and enrolls new students; establishes and maintains cumulative student records and files.
- Utilizes a computer system to generate a variety of documents and reports related to student information and attendance; initiates queries, develops spreadsheets, and extracts and manipulates data; assures accuracy of input and output data.
- Confers with students, parents, counselors, Principal, outside agencies, faculty and the public concerning attendance matters, problems and other assigned functions.
- Understands and uses California law to track and maintain information concerning custody, CPS & other agency rights in regard to students and student records.
- Administers the district school breakfast, lunch and milk programs using meal tracking software; receives and issues receipts for money received for meals; maintains record of money received and meals served to compile reports in accordance with district procedures; prepares bank deposits.
- Communicates with District personnel, parents, students and various outside agencies to exchange information and resolve issues or concerns; initiates and receives telephone calls; contacts others to request and verify data, documents and information as needed.
- Operates a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.
- Time keeps for substitute teachers and school faculty for payroll purposes.
- Trains and provides work direction and guidance to designated personnel as required.
- Composes, types and distributes a variety of correspondence such as lists, letters, reports and notices.
- Collects, deposits, reconciles, and reports cash.
- Administers minor first aid to students in absence of nurse.
- Performs other related duties as assigned.

## **KNOWLEDGE OF -**

- Terminology, practices and procedures of assigned office.
- Principles, methods and procedures of operating computers and other modern office equipment.
- General student attendance and enrollment policies, procedures, terminology and attendance accounting methods.
- Computerized student information systems and related software applications.
- Record-keeping and report preparation techniques.
- Data control procedures and data entry operations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Mathematic calculations.
- Telephone procedures and techniques.
- Interpersonal skills using tact, patience and courtesy.

## **ABILITY TO -**

- Perform a variety of technical and record-keeping duties in the preparation, modification, updating and maintenance of attendance and scholastic records and reports for District students.
- Verify, process and record excused and unexcused absences.
- Utilize an assigned computer system to input and update student data and information, maintain records and generate a variety of reports and documents.
- Assemble, organize and prepare data for records and reports.
- Prepare, print, distribute, collect, sort, file and process a variety of forms and documents.
- Type or input data at an acceptable rate of speed.
- Review and verify input and output data to assure accuracy.
- Establish and maintain student records and files.
- Meet schedules and time lines.
- Work independently with little direction.
- Perform mathematic calculations with speed and accuracy.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and the public

## **WORKING CONDITIONS -**

- Office Environment
- Constant Interruptions

## **PHYSICAL DEMANDS -**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hear, understand and speak with clarity at normal levels
- See and read notes, memos, and other printed information
- Write legibly
- Lift and carry twenty five pounds
- Reach in all directions
- Sit and Stand for extended periods of time
- Bending at the waist, kneeling or crouching.

**EDUCATION AND EXPERIENCE -**

- High school Diploma or equivalent
- One year of experience in clerical work involving data processing and record-keeping, preferably with frequent contact with the public.

**WORK YEAR:**

The work year is the days school is in session, plus one hundred sixty (160) hours, plus paid holidays, plus paid vacation

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

*Update: 3/14/2017  
Update: December 11, 2012  
Board adopted: September 14, 1999*