

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: High School Secretary

DESCRIPTION OF BASIC RESPONSIBILITIES

To assist the Principal by performing a wide variety of secretarial and clerical duties including routine administrative daily tasks, public relations and communication services.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Coordinate office activities and communications with school activities, events and time lines.
2. Maintain the principal's calendar, schedule appointments, and arrange meetings and conferences.
3. Screen visitors and phone calls.
4. Organize budget and financial material to maintain accurate fiscal records, record expenditures, and transfer funds as appropriate.
5. Perform secretarial duties for the principal including taking minutes of meetings, letters and memoranda.
6. Compose correspondence and bulletins independently and assist with routine administrative matters as appropriate.
7. Coordinate the Principal's office acting as receptionist and contact and reference source for staff, students, parents and the public.
8. Communicate with students, parents and the public to explain policies, procedures and regulations related to school functions and programs.
9. Make decisions related to procedural matters according to established guidelines.
10. Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data.
11. Communicate with District Office to coordinate substitute teachers to cover absences and assist in orienting substitute personnel to the school facility and assigned classroom.
12. Assist in the completion and submission of time sheets to the District Office and maintain accurate personnel records.
13. Assist substitute teachers and classified personnel by providing them with keys and materials, secure period substitutes and prepare substitute time sheets.
14. Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.
15. Provide lead direction to office staff, assign and review duties of assigned office staff to assure efficient coordinated completion of work assignments.
16. Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases.
17. Maintain administrators' confidential files including sensitive and private matters.

18. Give general and specific information to teachers, students and public about policies and procedures of school.
19. Compose correspondence or reports on own initiative, from marginal notes or oral or written direction, type letters, circulars, reports, evaluations, bills and vouchers.
20. Coordinate communication and work activity between the principal, staff members and school offices.
21. Receive, open and distribute incoming mail.
22. Order materials, supplies and equipment upon approval of principal.
23. Provide First Aid and assist ill and injured students.
24. Coordinate workflow through office, supervising assistants as necessary.
25. Perform other related duties similar to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- High School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Receptionist and telephone techniques and etiquette.
- Letter and report writing skills.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- Operation of computer terminal and data entry techniques.

Ability to:

- Assume responsibility and use good judgment in recognizing the scope of authority delegated.
- Understand and apply general directions to specific situations.
- Perform office, secretarial and clerical work to assist the principal with a variety of administrative tasks.
- Learn, interpret, apply and explain school and District policies, rules and objectives.
- Understand and perform duties within scope of authority.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Compile and maintain accurate and complete records and reports, make arithmetical calculations with speed and accuracy.
- Meet the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness.
- Prioritize and coordinate office workflow.
- Read and interpret district policies, employee contracts, directives and salary schedules.

- Understand and interpret rules and written directions and apply to specific situations.
- Work effectively with many demands on time and constant interruptions.
- Operate a variety of office machines including computer equipment.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Five (5) years of increasing responsible and varied clerical experience requiring public contact, preferably in a school district.
- First Aid Certificate
- TB test clearance.
- Drug test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
- Hearing and speaking to exchange information in person or on the telephone.