

## **CONFIDENTIAL SECRETARY (EDUCATIONAL DATA SYSTEMS)**

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

Under the supervision of the Director of Educational Data Systems will assist in the implementation of best practices to assure that accurate and current data is available for local use and state and federal reporting. Perform responsible and complex services to assist with administrative and clerical detail; organize assigned activities and coordinate flow of communications; provide work direction to clerical personnel as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

- Act as secretary to the Director of Educational Data Systems performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the director of routine functions not requiring his/her immediate attention
- Prepare, process, and access confidential information that is used to contribute to the development and management of the student information system
- Assist in the collection of data as it pertains to local, state, and federal data systems
- Assist in compiling data for reports to the Board of Education, district staff, and community groups
- Assist and support designated employees in the use of the district's student information system within the school office environment
- Write/type letters, memoranda, and other documents
- Maintain and update student data information
- Assist with the Director's appointment schedule; set up and arrange meetings and conferences
- Collect necessary information and maintain a variety of logs and records
- Confer with and assist schools and school personnel
- Order materials, supplies, and equipment; maintain records of purchase orders, invoices, expenses; inventory and log items upon arrival
- Attend various meetings; taking notes and preparing minutes
- Process, review, and verify various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards; may design some forms
- Compose and type correspondence, memos, and/or reports from marginal notes, independently or from oral and written directions
- Prepares information needed for reports, data, and records for supervisor to submit to appropriate District or governmental office as required
- Establishes and maintains a variety of records, logs, and filing system pertaining to assigned areas(s) of responsibility
- Performs other related duties assigned by immediate supervisor

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally
- Possess a valid California Driver's license

**KNOWLEDGE OF:**

- Data analysis, data reporting, and research procedures and methods
- A variety of computer software programs including word processing, statistical, and accounting programs
- Current computer software applications
- Understand and carry out a variety of oral and written instructions independently
- Maintaining records and preparing reports
- Clerical operations and functions
- Proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing
- Use of proper English, spelling, grammar, and punctuation

**SKILL AND ABILITY TO:**

- Communicate effectively in both oral and written form
- Establish and maintain accurate records and files
- Operate a motor vehicle
- Plan, organize and manage work
- Use district student information system to extract and access student data
- Collect, aggregate, disaggregate, and analyze student data
- Analyze problems
- Establish and maintain cooperative and effective working relationship with others
- Work independently with little direction

**WORKING CONDITIONS:**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**EDUCATION AND EXPERIENCE:**

High school diploma

**WORK YEAR:** 200 days

**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: June 10, 2014  
Board approved: April 24, 2007*