

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

SECRETARY TO HIGH SCHOOL PRINCIPAL

DEFINITION

Under general supervision, to manage the flow of service, communication and processes in a high school office; to perform a variety of secretarial and administrative support work of above average difficulty; to provide a wide range of information to students, staff, parents, and the public; to maintain varied records; to relieve the administrator of routine office detail; and to perform related work as required.

EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Plan, organize and manage the flow of work and communication assuring efficiency of assigned operations; anticipate need for information and initiate appropriate actions and processes. E
- Assist an administrator by planning, organizing, and participating in operations related to assigned responsibilities. E
- Assist the principal by planning, organizing, and preparing reports and correspondence. E
- Maintain principal's calendar using independent judgment to schedule and rearrange appointments, interviews and meetings with staff and community members. Schedule teacher evaluation observations. Prioritize messages and requests for meetings with the principal. Screen and refer callers to appropriate school officials. E
- Maintain an understanding of the programs and functions of the school and their relation to the school as a whole. E
- Process administrative details not requiring immediate attention of the administrator. E
- Performs all necessary support duties related to personnel. E
- Develop procedures to expedite transmittal of information, to assure records retention and retrieval, and to facilitate implementation of policies and programs. E
- Answer telephone, take messages, transfer calls; answer a variety of specialized procedural and policy questions. E
- Respond to emergency calls. E
- Follow established emergency preparedness procedures during drills and emergency situations; maintain emergency preparedness records. E
- Communicate by telephone and in person with site staff of 100 teachers and 75 classified employees, public and vendors; assist in maintaining contact and communication. E
- Act as liaison between the Principal and faculty, staff, parents, students and community members. E
- Understand, interpret and explain laws, practices, departmental procedures, program guidelines, mandates and options to staff, students and parents. E
- Compose non-technical correspondence which requires an understanding of the school; draft correspondence and reports for administrative editing, review and approval. E
- Schedule appointments; set up meetings and arrange travel itinerary for administrators, staff, parents and guests; process registrations, obtain monetary advances and prepare expense report; arrange and serve refreshments at meetings; exercise discretion in scheduling and rearranging appointments and meetings. E
- Maintain the confidentiality of confidential and privileged information. E

- Take dictation and attend meetings to take minutes of business and discussion; transcribe dictation and compose minutes from shorthand notes or tape recording. E
- Enter data in computer terminal/microcomputer; use advanced and specialized word-processing, spreadsheet, database and specialized software; edit, format and manipulate data to generate documents and reports. E
- Keyboard reports, forms, correspondence, lists, labels, statements, time reports, absence certificates, envelopes and similar documents; design charts and graphics. E
- Open, read, sort and distribute mail; assemble background information to accompany mail.
- Operate office equipment such as photocopier, calculator, computer terminal/microcomputer, keyboard, typewriter and related equipment. E
- Take photocopies of documents, transmit, FAX, stuff envelopes and prepare for mailing. E
- Create and maintain files. E
- Inventory and order office supplies; prepare work orders. E
- Attend in-service meetings.
- Call for service or maintenance for office equipment.
- Keep classified staff attendance records, update attendance information. E
- Obtain necessary signatures for documents, forms, reports and program information. E
- Obtain and process purchase orders. E
- Schedule meetings, reserve facilities, coordinate registration, schedule transportation and prepare notification information. E
- Review reports, data, correspondence and bulletins for accuracy.
- Perform related work as assigned. E

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none"> • School District organization, operations, policies and objectives; • Applicable sections of State Education Codes and other applicable laws; • Modern office practices, procedures and equipment; • Telephone techniques and etiquette; • Record keeping techniques; • Budget administration; • Correct English usage, grammar, spelling, punctuation and vocabulary at an advanced level; • Public and customer relations principles and practices; • Business mathematics; • Computer remote terminal and microcomputer operations. 	<ul style="list-style-type: none"> • Plan and organize the flow of work in an administrative office; • Take minutes at meetings and conferences; • Compose minutes of meetings; • Work independently with little direction; • Keyboard at 60 words per minute net from clear copy; • Take dictation (shorthand or keyboard) at 90 words per minute and transcribe accurately; • Compose independently or from oral instructions, letter, memos, bulletins, or other material; • Operate CRT, microcomputer and ancillary equipment in the application of a variety of software packages; • Read and follow rules, regulations, policies and procedures;

	<p>Ability to: (cont.)</p> <ul style="list-style-type: none"> • Operate various office machines such as electronic typewriter, adding machine, calculator and copy machines; • Maintain records and prepare reports; • Maintain a variety of filing systems; • Make arithmetic calculations with speed and accuracy; • Plan and organize work to meet schedules and time lines; • Work confidentially with discretion; • Communicate effectively both orally and in writing; • Complete work with many interruptions; • Understand, explain and carry out oral and written instructions; • Establish and maintain an effective working relationship with those contacted in the course of work.
--	--

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is working-level experience performing varied secretarial and record keeping duties in a setting with considerable public contact, or completion of course work leading to an Associate of Arts major in Secretarial Science or a closely related field supplemented by entry-level clerical or secretarial experience; or two years of experience at or equivalent to the level of Clerical Assistant wherein the incumbent has acquired the knowledges and abilities listed above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to:</p> <p>Read and prepare correspondence and reports</p> <p>Perform data entry and compose correspondence</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Answer telephones, take messages and schedule meetings</p>

<p>Hearing: (which may be corrected) (cont.)</p> <p>Understand speech during public meetings</p>	<p>To perform tasks such as to:</p> <p>Take minutes and attend in-service meetings</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p>	<p>To perform tasks such as to:</p> <p>Answer telephones, take messages and schedule meetings</p> <p>Communicate with staff, sites, public and vendors</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Perform data entry; take shorthand</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top</p>
<p>Lower Body Mobility:</p> <p>Sit for prolonged periods of 2 hours</p>	<p>To perform tasks such as to:</p> <p>Compose correspondence and perform data entry; take minutes of meetings</p>
<p>Strength:</p> <p>To lift, push, pull an/or carry objects which weigh as much as 15 pounds on a frequent basis and 25 pounds on an occasional basis</p>	<p>To perform tasks such as to:</p> <p>Pick up reference books, binders and reports; carry materials to meeting centers and set-up for meetings</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Respond to telephone calls and answer questions from vendors, staff and public</p> <p>Perform all duties with limited supervision</p> <p>Coordinate meetings and resolve problems</p> <p>Perform all duties in an office setting</p>
<p>Mental Requirements:</p> <p>Read, write, understand and apply moderately complex information</p> <p>Math skills at a high school level</p> <p>Comparing</p>	<p>To perform tasks such as to:</p> <p>Prepare Board reports and correspondence</p> <p>Prepare budget and expense reports; maintain time and absence records</p> <p>Review reports for accuracy</p>

Mental Requirements: (cont.)	To perform tasks such as to:
Compiling	Gather data and prepare reports
Coordinating	Schedule meetings, reserve facilities and schedule transportation
Judgment	Maintain confidentiality of privileged information
Learn quickly and follow written/verbal procedures and standards	Perform all duties without constant monitoring
Decision-making	Prepare itinerary and keep master calendar
Place information in order of importance	Accompany duties in a timely and organized manner
Listen	Understand concerns of staff, public and vendors
Demonstrate	Explain office procedures
Write/compose at a moderately advanced level	Compose reports and correspondence

Other Conditions of Continued Employment:

- Demonstrate fluency and literacy in English
- Participate in employer mandated training and retraining programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Personnel Commission approved: 6/29/98
Board of Trustees adopted: 7/8/98
Position Created: 10/28/96
Khall 4/98, Revised 6/24/98