



Sequoia Union High School District

Job Description

JOB TITLE:	School Secretary
REPORTS TO:	Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	13.0
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	

DEFINITION

Under general supervision, to provide secretarial and clerical support to a school site administrator; to provide staff assistance in the day-to-day operations of programs and procedures within a school office; may provide direction to other clerical staff; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a broad journey-level classification performing a wide variety of responsible secretarial and clerical work, typically for a school vice-principal. Incumbents also typically perform a wide variety of duties in support of the daily operations of their assigned program area. Although there is great variation in the actual tasks performed, all assignments are characterized by the performance of clerical and program support tasks requiring a detailed knowledge of the programs, policies and activities of the school office to which assigned, and the exercise of independent judgment and problem-solving skills.

This class is distinguished from the Senior School Secretary class, which reports to a school principal and primarily provides secretarial and administrative, rather than operational, support.

EXAMPLES OF DUTIES

- Performs a variety of secretarial and clerical support for the supervisor, to facilitate successful program and/or school office operations;
- Screens incoming information, prioritizing and arranging materials and noting necessary actions taken or recommended; screens and accommodates or refers visitors and callers, interpreting their requests and providing information and assistance related to school operational and policy issues;
- Gathers information from various sources, composes/composes, and types/word processes correspondence, memoranda, reports, notices, bulletins, directories, lists, instructional materials, and various other documents;
- Schedules and makes arrangements for meetings and maintains appointment calendars; compiles information and prepares agendas and meeting materials; takes follow-up

actions subsequent to meetings;

- Prioritizes and monitors work to ensure timely completion; develops forms, procedures and/or systems to coordinate and streamline workflow; assists in establishing and maintaining contact with individuals, groups, and organizations;
- Acts as office receptionist, answering phones, receiving and responding to students, faculty, administrators, parents, probation and law enforcement officials, and the general public;
- Receives, reviews, and processes documents, records, forms, and transactions to ensure accuracy, completeness, and conformance to applicable policies, procedures and regulations;
- Maintains accurate and detailed calendar of events, due dates, and schedules related to school operations and services to ensure the occurrence of proper tasks and activities; may assist in arranging and coordinating school and community activities using school facilities;
- Performs a wide variety of complex clerical work related to the daily operations of the program(s) or office(s) to which assigned; initiates, processes and coordinates transactions and procedures. For example, may: register new students; interpret and process incoming and outgoing transcripts; compute credits for graduation; set up and maintain official student records; receive and receipt monies; set up master course schedule and class lists; arrange and coordinate graduation ceremonies, documents and diplomas; issue lockers, bus passes, and/or student ID cards and maintain related records; process student transfers, suspensions and expulsions; establish student eligibility for sports programs and maintain related records; monitor air traffic on two-way radios used by campus security staff, and respond to emergencies; and perform various other specialized or miscellaneous duties;
- Establishes, maintains and updates a variety of records, logs, and filing systems pertaining to assigned area(s) of responsibility;
- May direct and coordinate the work of student assistants and/or other clerical staff;
- Operates varied office equipment, orders supplies, and performs related clerical duties in support of office operations.

QUALIFICATIONS

Knowledge of:

Proper office methods and practices, including correspondence, recordkeeping, telephone and secretarial techniques, filing systems, and operation of common office equipment and computer hardware and software.

General knowledge of school functions, operations and regulations.

Proper English usage, grammar, punctuation, vocabulary and spelling.

Skill in:

Interacting effectively with a diverse public and district staff.

Working independently and using sound judgment to solve problems and take appropriate action.

Performing complex clerical work and operating standard office equipment including computers.

Accurately typing/word processing at a rate of 50 words per minute.

Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records.

Coordinating multiple activities and details under pressure from time, people or situations.

Clearly and correctly writing, reading and speaking in English.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, and one year of clerical/secretarial experience, preferably involving youth programs and/or intensive public contact.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

Some positions may require fluency in a language other than English.