

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: SCHOOL SUPPORT SECRETARY II

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, provide complex secretarial support related to the functions and activities of an assigned school site including middle or high school or special school involving frequent and responsible contact with students, staff and general public.

#### DISTINGUISHING CHARACTERISTICS:

Incumbents in the School Support Secretary II classification provide more complex secretarial support for an Assistant Principal or Dean at an assigned school site or for a site principal at a special school with limited enrollment. Incumbents in the School Support Secretary I classification provide secretarial support for counselors at a middle or high school or provide other secretarial and clerical support to an assigned elementary, middle or high school in support of the school office.

#### REPRESENTATIVE DUTIES:

Provide complex secretarial support related to an Assistant Principal or Dean at an assigned school site including middle or high school or special school involving frequent and responsible contact with students, staff and general public. **E**

Greet and assist students, faculty, staff, parents and others; schedule and coordinate meetings, appointments and conferences as needed including IEPs. **E**

Initiate and answer phone calls and take messages; provide information and assistance to students, teachers, parents and others regarding the functions and activities of assigned office. **E**

Assist students and parents in correct procedures for completion of forms and applications; review completed forms for accuracy and completeness; process forms, requisitions, suspensions and related materials. **E**

Compile and maintain a variety of records and reports according to established procedures and time lines; maintain attendance and registration records as assigned; receive monies and issue receipts as needed. **E**

Maintain appropriate files, forms, cards and records; operate computer terminal to input and update a variety of data; generate a variety of labels, lists, reports, records and rosters as required. **E**

Operate a variety of office machines, including typewriter, calculator, copier, computer terminal and printer. **E**

Assist assigned administrator by performing research and special projects as requested.

Type, duplicate and distribute a variety of correspondence and documents, including purchase requisitions, letters, notices, articles, reports, forms, lists and certificates; attend meetings, take, prepare and distribute minutes as assigned.

Issue admission slips and permit to leave school grounds to students according to established procedures.

Receive, sort, and distribute mail; order, maintain and distribute materials, supplies and equipment as directed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Functions and activities of a school administrative office.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a variety of office equipment including typewriter, calculator, copier and computer.
- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.

**ABILITY TO:**

- Provide complex secretarial support for an Assistant Principal or Dean.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Make arithmetic calculations quickly and accurately.
- Complete work with many interruptions.
- Type at 50 words net per minute from clear copy.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively with students, staff and the general public.
- Operate a variety of office machines, including typewriter, calculator, copier, computer terminal and printer.
- Learn to interpret rules, regulations and policies regarding assigned school office.
- Compile and maintain a variety of records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.