

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: SCHOOL SECRETARY - ELEMENTARY

#### BASIC FUNCTION:

Under the direction of a Principal or Site Administrator, perform a wide variety of secretarial duties coordinating school office activities to relieve the Principal or Site Administrator of routine administrative detail; perform public relations and communications services for the Principal or Site Administrator.

#### REPRESENTATIVE DUTIES:

Coordinate a wide variety of activities to relieve the Principal or Site Administrator of routine administrative detail; prepare and accurately maintain a variety of reports, files and statistical data relating to students, staff, operations and activities; work directly with the Principal or Site Administrator to carry out school policy, planning and procedures. **E**

Organize and coordinate communications between Principal or Site Administrator, staff, students, parents, District personnel and community, explaining Board policies and administrative procedures as needed; resolve issues or refer to appropriate staff or department according to established guidelines and procedures. **E**

Assure classrooms are covered daily by arranging for substitutes; maintain absence reports. **E**

Perform secretarial duties for the Principal or Site Administrator; process incoming and outgoing mail; compose correspondence and bulletins independently or from dictation as requested; schedule appointments conferences, meetings and classroom visitations; screen telephone calls and visitors; attend faculty meetings, transcribing and distributing minutes. **E**

Monitor budget activity and teacher instructional supplies account; reconcile accounts and inform Principal or Site Administrator and teachers of current status; receipt and submit monies collected for special programs and other purposes; assist Principal or Site Administrator in projecting future budget allocations as requested. **E**

Train and provide work direction to others as assigned; participate in interviews and provide input for evaluations as requested by the Principal or Site Administrator. **E**

Process certificated, classified and substitute payroll; maintain accurate absence records and reports concerning personnel; assist substitute teachers and classified personnel by providing keys, materials and pertinent information; prepare substitute time sheets. **E**

Prepare and maintain a variety of school, student and personnel records related to student enrollment and class rosters, transportation, nutrition, health, discipline, cumulative folders and staff

evaluations; maintain confidentiality of records and information as appropriate. **E**

Perform financial record-keeping and bookkeeping duties related to various school funds; post accounts receivable and payable; balance checkbook; prepare bank deposits, vouchers and checks for signature; present books for reconciliation or audit as required. **E**

Register, release or transfer students according to established guidelines and procedures; assist in the completion of enrollment forms. **E**

Operate a variety of office equipment including typewriter, calculator, fax machine, duplicating machine, computer and related software applications, printer, adding machine and laminator. **E**

Greet visiting parents, students, officials, repair and sales representatives.

Maintain accounting of State and District textbook allowances; inventory, identify and distribute according to established guidelines; collect and receipt monies for lost or damaged textbooks/library books.

Maintain school's master calendar and key security file.

Requisition and receive supplies, office materials and services; maintain materials and equipment inventory.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Organization and coordination of clerical and secretarial functions in an elementary or special school office.

Secretarial and administrative assistance duties required to support the Principal or Site Administrator.

Coordination of office aspects of diverse programs and activities.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Principles and practices of training and providing work direction.

**ABILITY TO:**

Organize, coordinate and prioritize a wide variety of secretarial and responsible clerical activities and functions in the administrative office of an elementary school.

Relieve a Principal or Site Administrator of administrative detail and respond to routine inquiries.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively with students, parents, staff and administration.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Complete work with many interruptions.

Work confidentially with discretion.

Maintain records and prepare reports.

Operate a computer terminal and related software applications.

Type at 55 words net per minute from clear copy.

Take and transcribe dictation at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by course work in business, office management or related field and two years of increasingly responsible clerical and secretarial experience involving public contacts.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Extensive public contact.

**PHYSICAL ABILITIES:**

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

Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.

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

Seeing to assure complete and accurate reports and letters.

Sitting or standing for extended periods of time.