

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL SECRETARY/SECONDARY

BASIC FUNCTION:

Under the direction of the Principal, perform responsible and variety secretarial duties in support of the Principal of a middle school, high school or the Adult School/ROP Program; coordinate office work flow and provide work direction to clerical and secretarial support staff.

REPRESENTATIVE DUTIES:

Perform responsible and varied secretarial duties in support of the Principal of a middle school, high school or the Adult School/ROP Program. **E**

Coordinate office functions and activities in an assigned office; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines. **E**

Serve as secretary and provide administrative assistance to the Principal; make, schedule and arrange appointments, interviews, meetings and maintain the Principal's appointment calendar. **E**

Relieve the Principal of routine duties related to the administration of diverse programs and activities; perform a variety of clerical and secretarial duties in support of administrative functions. **E**

Communicate with a variety of site and District personnel and administrators regarding school operations and maintenance, payroll and personnel matters, supplies, policies and procedures and student information. **E**

Attend meetings and take minutes as directed; prepare agenda and back up materials, compile data; type and distribute minutes and reports of meetings. **E**

Type from notes, rough draft or instructions a variety of written materials including reports, records, schedules, letters, requisitions, memoranda, bulletins, programs, documents and statistical data; input and update data and generate lists and reports as required. **E**

Compile and organize information for the Principal; compose and respond to routine correspondence. **E**

Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to students, parents, staff and the public; interpret, apply and explain District policies and school procedures and regulations. **E**

Purchase, order and distribute supplies and office materials as required; type and process purchase orders as appropriate. **E**

Prepare time sheets for certificated and classified personnel and submit to appropriate office as

assigned; maintain accurate attendance and personnel records according to established procedures and time lines; assist substitute teachers and classified personnel by providing keys and other materials; prepare substitute time sheets. **E**

Prepare and maintain a variety of records, logs, files and reports including financial and statistical records, budgets, personnel and other school office records required by District policy or special programs as assigned; maintain confidentiality of information related to students and personnel as appropriate. **E**

Receive and account for money collected in conjunction with fund-raising and other school activities as assigned. **E**

Coordinate, organize and facilitate communications at an assigned school.

Provide work direction to clerical and secretarial support staff.

Operate a variety of office equipment including word processor, computer terminal, dictaphone, typewriter and copier.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Coordination of clerical and secretarial assignments in the administrative office of an assigned school. Secretarial, clerical and administrative assistance duties required to support a school administrator responsible for complex and diverse programs.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Organizational skills and public relations techniques.

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

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Operation of a variety of office equipment including word processor, computer terminal, dictaphone, typewriter and copier.

ABILITY TO:

Coordinate and prioritize a wide variety of clerical and secretarial activities and functions in an administrative office.

Relieve the Principal of administrative detail and respond to routine inquiries.

Understand and follow oral and written directions.

Communicate effectively with students, parents, staff and administration.
Interpret and explain rules, regulations, policies and procedures.
Work confidentially with discretion.
Maintain records and prepare reports.
Type at 55 words net per minute from clear copy.
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.
Provide work direction to others.
Operate a variety of office machines including word processor, computer terminal, dictaphone, typewriter and copier.
Work independently with little direction.
Compose correspondence independently.
Make arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:
School office environment.
Constant interruptions.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read various materials.
Sitting for extended periods of time.