VISTA UNIFIED SCHOOL DISTRICT

SCHOOL SUPPORT SECRETARY I

Purpose Statement

The purpose of a School Support Secretary I is to provide secretarial support to an assigned school site; provide information regarding site functions and procedures; establish and maintain records; compile and distribute materials, records, and reports; respond to inquiries from a variety of internal and external sources.

This job reports to an assigned administrator.

Essential Functions

- Assists students, parents, and visitors in the completion of a wide variety of manual and electronic documents, forms, and materials (e.g., registration, enrollment, site specific forms, and parent volunteer forms, reviews forms for accuracy and completion, etc.) for the purpose of completing and disseminating information in compliance with established administrative guidelines.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Compiles data for the purpose of preparing reports and/or preparing information for assigned administrator.
- Coordinates with site administrators and/or counselors for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of school, program, and district goals.
- Greets and assists individuals (e.g., visitors, parents, students, vendors, staff, teachers, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains a variety of manual and electronic documents, files, and records (e.g., student information, registration, enrollment, attendance related forms, acknowledgement forms, work orders, visitor and volunteer information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of forms, supplies, and materials for the purpose of maintaining availability of required items.
- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting school activities in a timely and efficient manner.
- Prepares a variety of manual and electronic documents, files, reports, and records for the purpose of documenting activities, providing reference, conveying information, and complying with established administrative requirements.
- Processes a variety of forms, documents, and materials (e.g., mail, registration, enrollment and health related forms, flyers, newsletters, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics for the purpose of providing information for addressing inquiries and/or resolving issues.
- Responds to a variety of inquiries regarding various procedures and requirements for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.

- Schedules activities for site administrators and/or counselors (e.g., events, appointments, meetings, facility usage, etc.) for the purpose of maintaining school calendars and making necessary arrangements for school site administrators and school staff.

- Supports assigned administrative personnel, counselors, and school secretary for the purpose of providing support and assistance with site functions.

- Verifies identity of visitors for the purpose of maintaining a secure office environment and restricting access to the site and/or student to authorized persons within established guidelines.

**Other Functions**

- Administers first aid and dispenses prescription medication as needed to students for the purpose of meeting immediate health care needs within established guidelines.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- administering first aid and/or prescribed medications in accordance with established guidelines;
- applying job-related codes, regulations and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- community resources;
- concepts of grammar, spelling, and punctuation;
- data entry techniques;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- office equipment and technology;
- recordkeeping and record retention practices;
- school safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is
required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- interacting with the public;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally hazard free environment with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Graduation from high school or equivalent and two years of responsible clerical experience.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.
### Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

### Certificates and Licenses

### Continuing Educ. / Training

### Clearances

- Fingerprint and Background Clearance
- Drug Test
- Tuberculosis Clearance

### FLSA Status | Approval Date | Salary Grade
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Non-Exempt | Revised: 12/10/2019 | Classified, Range 41