

**Oroville Elementary School District
Job Description**

JOB TITLE: ADMINISTRATIVE SECRETARY – INSTRUCTION

SALARY LEVEL:	36	DIVISION:	Classified
DEPARTMENT:	Instruction/Curriculum	LOCATION:	District Office
REPORTS TO:	Associate Superintendent		
APPROVED BY:	Board of Trustees	DATE:	September 25, 2013
		REVISED:	February 14, 2018

SUMMARY: The Administrative Secretary - Instruction assists the Associate Superintendent by greeting the general public, typing and preparing correspondence which relates to the curriculum/instruction functions of the District, and the general operation of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in the coordination of Federal Programs and compliance monitoring.

LEA Plan to assist in the coordination of Federal Programs.

Assists in the coordination of Williams Settlement Legislation.

Serves as secretary to committees involving the Curriculum/Instruction.

Maintains curriculum library inventory, decides when to order additional materials from vendors, and fills such requests from school personnel.

Assists in the coordination of Home/Hospital tutors and supplies information to the general public regarding tutors.

Organizes and maintains the State Testing program and District benchmark assessments, and generates computerized reports from testing results.

Maintains an adequate shelf supply of materials, forms, and documents needed for instructional purposes, including report cards.

Handles phone communications as position requires. Receives, delivers, and refers messages to appropriate personnel as necessary.

Maintains Curriculum/Instruction web page and the District calendar on the web page.
Assists in the coordination of professional development related to Curriculum/Instruction.

OROVILLE CITY ELEMENTARY SCHOOL DISTRICT
JOB TITLE: ADMINISTRATIVE SECRETARY – INSTRUCTION
PAGE 2

Schedules appointments for the Associate Superintendent.

Organizes and maintains files relating to functions assigned to the Associate Superintendent.

Keeps current in the use of computers and appropriate software.

Maintains work site and/or office equipment in a professional manner.

Types minutes and prepares typed copy of documents generated from all curriculum and instruction committees, as assigned.

Processes purchase orders and coordinates the distribution of adopted textbooks.

Prepares outgoing mail and sorts incoming mail for the Associate Superintendent.

Types and edits LEA and LCAP Plans in on-line template.

Prepares materials and takes minutes at LCAP meetings.

Takes accurate and complete messages for any personnel where necessary.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma; 5 years related experience and/or training; or equivalent combination of education and experience. Experience in an administrative office or school setting is highly desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

CLERICAL/TECHNOLOGY BASED SKILLS: Ability to proofread documents and correct any misuse of grammar, spelling, punctuation, etc. Compile and maintain accurate and complete records and reports. Strong skills using technology, including knowledge and facility with the following programs: Word, Excel, Power Point Google Sheets and Aeries. Ability to use internet-based programs for various state assessments and reporting systems (e.g., Illuminate, CAASPP).

OROVILLE CITY ELEMENTARY SCHOOL DISTRICT
JOB TITLE: ADMINISTRATIVE SECRETARY – INSTRUCTION
PAGE 3

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well under pressure. Accept direction and intelligently follow instruction. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Typing Certificate: 45 W.P.M. Net

Computer skills in Microsoft Windows, including Word, Excel, PowerPoint, and Aeries or comparable software programs. Knowledge of electronic email functions.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members and general public in an open, friendly business-like manner. Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to perform all tasks without close supervision. Ability to learn specific rules, laws, and policies and apply them with good judgement in a variety of procedural matters without immediate supervision. Ability to devise improvements where possible.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. When lifting more than 40 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OROVILLE CITY ELEMENTARY SCHOOL DISTRICT
JOB TITLE: ADMINISTRATIVE SECRETARY – INSTRUCTION
PAGE 4

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

PCC:slc
ADMINISTRATIVE SECRETARY - INSTRUCTION