



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

Secretary II

SCHOOL/DEPARTMENT: Preschool

TYPE: Classified 12 Month position (261 days) **STATUS:** Non-Exempt **SALARY RANGE:** 34 (\$11.63 DOE, recognize up to 12 years experience)

REPORTS TO: Preschool Director

DEFINITION:

Under general supervision, provides administrative support for the Special Programs Department, and monitors and maintains student records in compliance with regulations for Somerton School District No. 11.

Specific Duties/Tasks Include:

Receives and screens telephone calls and visitors; takes messages for students and staff; assists visitors by answering questions or providing information regarding school and District policies and procedures; types and translates documents for Principals and Teachers; coordinates distribution of materials to parents as needed.

Registers and withdraws students as needed; prepares records for release to other schools; schedules classes; assists parents with questions regarding schedule and classes; issues attendance records, tardy slips and student passes; inputs, updates and maintains student information in computer system; maintains account records for student activities; counts, records and deposits money.

Monitors staff attendance; documents staff absences; monitors answering service to ensure substitutes are requested and assigned; prepares absence reports; prepares paperwork for staff travel requests including hotel and car reservations and conference registration; schedules meetings for Principal as required; and performs related duties as assigned.

Knowledge and Skills and Other Characteristics Preferred:

Knowledge of District and school policies and procedures.

Knowledge of reception and telephone etiquette and techniques.

Knowledge of general clerical and record-keeping techniques.

Knowledge of standard office practices, principles and methods.

Skill in the use of a personal computer and related software.

Skill in English composition, grammar, spelling and punctuation.

Skill in verbal and written communication.

Skill in following oral and written instructions.

Skill in establishing and maintaining effective working relationships.

Qualifications:

High School Diploma or GED

One (1) year experience in office and/or clerical preferred

Apply online at www.ssd11.org

Administration: *Laura Noel, Ed.D, Superintendent*

Governing Board: *Araceli Juarez, President • Lorena Zendejas, Clerk • Juan Castillo • Carlos Gonzalez • Leticia Yopez*