

JOB TITLE: *SCHOOL SECRETARY / ATTENDANCE CLERK*

DESCRIPTION OF BASIC RESPONSIBILITIES:

To assist the Principal in the daily operation of assigned school site by performing a variety of complex and responsible secretarial support functions and to direct and coordinate the clerical work flow, in consultation with the principal, and activities processed through a school site office so as to equitably distribute work load and ensure effective operations. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Acts as secretary to Principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the Principal of routine administrative functions not requiring his/her immediate attention.
2. Takes and/or transcribes dictation of letters, memoranda, and other documents.
3. Acts as receptionist for assigned school screening visitors and phone calls.
4. Maintains routine and confidential files.
5. Assists with Principal's appointment schedule; sets up and arranges meetings and conferences.
6. Acts as resource person to teachers, students, parents, and general public regarding general and specific information on policies, procedures, and activities of school.
7. Assists in arranging and assigning substitutes to fill Instructional Aide and Playground Supervisor absences to ensure adequate coverage.
8. Collects necessary information and maintains a variety of logs and records related to employee personnel transactions, timesheets, absences, substitute logs and records.
9. Receives, date stamps, and distributes incoming mail; processes outgoing mail.
10. Collects money from students/staff for school activities and functions; receives and deposits in appropriate account or forwards to District Office.
11. Confers with and assists various community agencies; obtains, verifies, and provides information; delivers messages; performs clerical functions as required.
12. Registers/withdraws students as required; processes related forms; sets up files; secures/forwards cumulative folders.
13. Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, expenses; inventories and logs upon arrival.
14. Attends various meetings; takes notes and prepares minutes.

Aromas-San Juan Unified School District

JOB TITLE: *SCHOOL SECRETARY / ATTENDANCE CLERK*

15. Coordinates and instructs other office employees in their work; oversees the work of student assistants.
16. Processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards; may design some forms.
17. Composes and types correspondence, memos, and/or reports from marginal notes, independently or from oral and written directions.
18. Distributes materials and information to teachers, classified employees, and students, and ensures timely responses.
19. Performs basic First Aid in accordance with established District policies and guidelines.
20. Monitors and responds to District radio communication network.
21. Maintains student attendance records and reports absences to appropriate school personnel and parent/guardian.
22. Makes referrals to appropriate agencies for attendance problems.

EMPLOYMENT STANDARDS:

Requires: Possession of a valid First Aid Certificate

Knowledge of:

- public school clerical operations and functions;
- proper office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
- use of proper English, spelling, grammar, and punctuation.

Ability to:

- demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- analyze situations and take appropriate action in a variety of procedural matters without immediate or direct supervision;
- perform arithmetical calculations with speed and accuracy;
- learn and effectively use computer software programs and related word processing;
- understand and apply successfully a variety of complex directions to specific situations;
- proofread accurately;
- type accurately at 45 words per minute (after correction);
- communicate effectively and tactfully in both oral and written forms;

Aromas-San Juan Unified School District

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- establish and maintain a variety of record keeping, reference, and data collection systems;
- operate a variety of office equipment such as calculator, transcriber, copy machine, and computer with speed and accuracy;
- prioritize, coordinate, and monitor the work of others in a positive, productive, and timely manner;
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- maintain positive relationships with staff, students, and community.

EXPERIENCE:

Any combination of experience which would indicate possession of the knowledge, skills and abilities listed above, with one year of successful experience performing bookkeeping tasks and varied school clerical work.

EDUCATION:

High school diploma (or equivalent) and a minimum of two years of secretarial training is required; some college is preferred. Two years successful experience as a school clerk is required; experience as a school secretary is preferred. Supplemental courses in typing, office practices and bookkeeping are preferred. Bilingual training or experience is preferred.

MEDICAL CATEGORY I

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.