



SECRETARY I

PRIMARY FUNCTION: Performs all office functions including data management.

This classification is distinguished from the Attendance and Registrar/Guidance Secretary based on the needs specific to the Family Resource Center. Employees in this position support the Family Resource Center and Director.

SUPERVISION: Receives direction from an assigned administrator. Methods of performing tasks are left to the judgment of the employee with an administrator giving occasional instructions and advice. Work is reviewed periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB

May include, but are not limited to, the following:

1. Providing administrative support in Family Resource Center Director.
2. Providing community families with guidance and resources.
3. Maintain positive relations with affiliate organizations leasing space at Family Resource Center.
4. Maintain calendar for events, setup and scheduling of attendees, etc.
5. Managing data consistent with state, federal and District guidelines and consistent with school accreditation standards.
6. Compiling, inputting, compiling, and analyzing data for student scheduling.
7. Work independently as well as effectively in a team environment.
8. Maintain highest level of confidentiality in all matters relating to students and families.
9. Exercise diplomacy and tact when dealing with staff, students and the public and maintain a high level of professionalism.
10. Communicate clearly and concisely, both orally and in writing.
11. Provide excellent customer service.
12. Receiving, interpreting, and appropriately distributing calls, inquiries, documents to the appropriate administrator.
13. Maintaining regular and consistent attendance and punctuality.
14. Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Work organization and research techniques sufficient to collect, analyze and interpret data.
2. PowerSchool (or similar) computer program (student information system programs).
3. Basic office practices, including organization, and record keeping.
4. Problem solving.
5. Possess a Driver's License and operate vehicle.

Ability to:

1. Compile and analyze data.
2. Schedule and organize multiple tasks simultaneously in a busy school office setting.
3. Work independently with little supervision.
4. Communicate technical concepts to a non-technical audience.
5. Operate a computer with integrated student information system access and related peripheral equipment and software including Microsoft (MS) Word and Excel.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible secretarial/clerical experience in a sophisticated office setting, preferably in a public school setting including at least one year working with computer software used for scheduling students.

Training: High school diploma or equivalent supplemented with advanced business training/coursework.

Special Requirement: Possession of or ability to obtain First-Aid Card. Cardiopulmonary Resuscitation (CPR) preferred.

Work Environment:

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent.

Physical Requirements:

Frequent reaching and use of fine motor skills for typing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of district policy and the collective bargaining agreement.

Work Year: 200 days

Bargaining Unit: CLASSIFIED

FLSA Status: Non-Exempt

Date Revised: July 2024

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.