School Secretary

Purpose Statement

The job of School Secretary is done for the purpose/s of providing general clerical support within the school site; ensuring and maintaining a variety of student records.

Essential Functions

- Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information, facilitating communication among all parties and/or providing direction.
- Compiles student records/enrollment data (e.g. birth certificates, transfers, immunization, etc.) for the purpose of meeting state, federal and/or district requirements.
- Greets individuals entering the school office (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, directing individuals to appropriate location/personnel and/or ensuring that all visitors have signed in on the visitors log.
- Maintains a variety of records and/or files, including student records (e.g. purchase orders, rosters, student cum files, emergency records, daily attendance, completed reports, etc.) for the purpose of providing documentation for audit purposes and meeting state, federal and administrative requirements.
- Performs enrollment, transfer and withdrawal activities (e.g. interpreting transcripts, forwarding materials, updating automated student information system, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Performs record keeping and general clerical functions (e.g. proofreading, filing, copying, faxing, etc.) for the purpose of supporting school office operations.
- Prepares a variety of reports and written materials for the purpose of meeting state, federal and/or district requirements.
- Processes documents, forms, mailings and materials (e.g. new registrations, transcripts and transcript requests, withdrawals, bus passes, etc.) for the purpose of disseminating information and completing transactions.

Other Functions

- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare as assigned.
- 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: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; performing basic bookkeeping and record keeping; adhering to safety practices. Bilingual in English/Spanish preferred; And/or other qualifications the Board deems appropriate.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the

functions of the job include: concepts of grammar and punctuation; office methods and practices; business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types 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: being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; maintaining confidentiality; displaying patience and a sense of humor; and working as part of a team; working with constant interruptions; adapting to changing work priorities.

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 a continual opportunity to impact 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 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card Required, Measles/Rubella Immunity/Vaccination, Valid form I-9

FLSA Status	Approval Date	Salary Grade
Non-Exempt		19