

GEYSERVILLE UNIFIED SCHOOL DISTRICT

Rev. 05/09/12

ELEMENTARY SCHOOL SECRETARY

Salary Classification: C17

DEFINITION:

Under the supervision of the School Principal and the Lead Teacher, the Elementary School Secretary serves as secretary/receptionist for the school, handles a variety of student, parent, faculty and public contacts, performs a variety of highly responsible clerical work and does other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and vocabulary.
- Mathematical procedures for basic accounting and purchasing assignments.
- Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques and letter and report writing.
- Operation and Maintenance of office equipment including computers, printers, copiers, typewriters, calculators, telephones, and other office equipment.
- Procedures for purchasing, receiving, management and distribution of school supplies.
- Rules, regulations, laws and policies governing the School District.

Ability to:

- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Maintain a calm, efficient operation of the school office with frequent distractions.
- Analyze situations accurately and adopt an effective course of action.
- Type at least 45 words per minute from clear copy and to function effectively and with accuracy on the computer.
- Establish and maintain cooperative, professional relationships with those contacted during the course of daily work including students, staff, parents and the public.
- Learn and use effectively evolving communication technology.
- Organize and perform a variety of secretarial and clerical work without close supervision.
- Flexibly and effectively prioritize time and effort to meet the daily changing needs of the school.
- Compile and maintain accurate and complete records and reports, both by hand and through computerized systems.

Elementary School Secretary-(Ability to: continued)

- Understand and carry out oral and written directions.

DESIRABLE REQUIREMENTS:

- Ability to read, write, comprehend and converse in Spanish.

EXPERIENCE AND TRAINING:

- Any combination of training and experience which would provide the necessary knowledge, abilities and skills listed above. An example would be: Experience working or assisting in a school office.
- Secretarial or clerical training.

EDUCATION:

- High school diploma or equivalent.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to the following:

- Performs as communications center for the school, handling the regular mail, E-mail, faxes, bulletins, updates, calendars, phones, notes, messages, etc.
- Maintains availability at reception area to handle and direct any situation for appropriate resolution.
- Keeps current files for all necessary school and office records.
- Maintains daily student attendance records and registers, establishes and maintains accurate, up-to-date student records and transcripts, and is responsible for all County and State attendance accounting for the elementary site.
- Enrolls Kindergarten students and establishes cumulative files, health and other records as prescribed by law.
- Processes incoming and outgoing students.
- Responsible for reporting attendance accounting for the elementary site to the Manager of Business Services. Reporting needs to be accurate and timely.
- Prepares and monitors Independent Study Contracts for students going on trips or with other extended absences.
- Administers basic first aid, notifies parents in case of major injury or illness, and maintains emergency procedure card file, maintains student health records and arranges for annual immunization clinic.

Elementary School Secretary continued...

- Organizes and maintains staff attendance records, absence, accident, injury, workers' compensation claims, compensatory time records or other staff records as needed or directed.
- Tracks mandated costs and prepares required report.
- Enters, maintains, updates and retrieves a variety of computer data through the School Wise Student System or related programs.
- Organizes all parent/teacher conferences, notifying parents, scheduling appointments, mailing out scheduled appointment times and follow ups.
- Manages, under administrative supervision, all aspects of school supplies: inventory, purchase, ordering, distribution, and record keeping.
- Performs various secretarial and clerical work as time permits in relation to other necessary responsibilities.
- Maintains and/or arranges for maintenance of office machines and equipment.
- Assigns work to volunteer office workers.
- Projects a positive image of the School and the District to students, staff, the public and the community.
- Maintains confidentiality regarding students, staff and records.
- Collects daily meal count and reports to the cafeteria in a timely manner.
- Collects meal applications and reviews them for completeness before forwarding them to the district office.
- Performs other necessary appropriate duties as necessary.