

**Central Valley School District
Job Description #837**

TITLE Assistant Secretary – Elementary and Middle School

GENERAL SUMMARY

This position's responsibilities are to provide a variety of assistance in the school office, including answering the phone, serving visitors at the counter, maintaining records, and providing a wide variety of backup and clerical support functions; may also provide career and college resource information to high school students.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Assistant Secretary may perform all or a combination of the following:

1. Serves as receptionist; greets students, parents, staff and the public; answers or refers telephone and in-person inquiries; takes messages; promotes positive public relations for the district.
2. Prepares reports for the school, district, or state level using a variety of sources of data.
3. Prepares, types, duplicates and distributes a variety of materials such as correspondence, memoranda, bulletins, newsletters, schedules, rosters, programs, forms and reports. Assists the teachers with typing and copying as time permits.
4. Provides a variety of information about events, schedules and procedures to serve students, staff and the public.
5. Maintains a variety of files and records as assigned, including computer records, such as student lists, daily bulletins, building usage, testing, orders, enrollment records, bus and emergency information, and a wide variety of other files and records as assigned.
6. May maintain student attendance records; track attendance, tardies, and takes, verifies and processes student absence excuses; may maintain and report lunch count; informs administrator and/or parents of student absences.
7. May maintain student discipline records; prepares and distributes notifications; tracks and verifies discipline timelines and student fulfillment of requirements.
8. Processes student enrollments and withdrawals; sends for and receives student records; maintains student records; may process teacher grade reports; may provide a variety of secretarial support to school counselors, including scheduling appointment and meetings, compiling data for reports, typing scholarship recommendations, college applications and other student information.
9. Provides a variety of career, vocational and college resource information to students at high school level; schedules college visitations, military recruiters, speakers and presenters; meets with students and/or parents to discuss post-high-school education and career planning; assists with scholarships, financial aid and college applications; plans workshops, makes presentations; organizes and plans awards programs; maintains files and records.
10. Opens, routes and distributes mail.

11. May provide clerical support to staff and parent volunteers as time permits; provides a variety of support; schedules appointments and meetings; compiles data; duplicates and distributes materials. Assists head secretary with tracking and maintains building budget.
12. May provide backup first aid to ill and injured students and handle other health issues as required.
13. Dispenses student medications and verifies physician's documents and keeps daily records of medications.

OTHER FUNCTIONS

14. May coordinate a variety of activities, such as issuing and maintaining records of student lockers, collecting fines and writing receipts, coordinating lunch counts and a variety of other activities.
15. May coordinate the work of student assistants and volunteers; provides guidance and training in office procedures.
16. May serve on various district committees and/or departmental work teams. Models appropriate and cooperative behavior, including protecting confidential information, consistent with district ethical guidelines.
17. Job duties may include treating students with diabetes or catheterization.
18. Performs related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS

This position reports to the school principal or assistant principal as assigned; receives direction from the head secretary.

MENTAL DEMANDS

Experiences frequent interruptions; may occasionally deal with distraught or difficult parents and students; required to adapt to shifting priorities and to frequently rechannel work efforts.

PHYSICAL DEMANDS

Exposed to visual display terminal for prolonged periods; potentially exposed to ordinary infectious diseases carried by students; if health room duties performed, may need to take precautions to avoid exposure to student bodily fluids.

MINIMUM QUALIFICATIONS

Education and Experience

Education, training, skills, and experience necessary to carry out the assignment, including one (1) year of general office/clerical work experience. Experience dealing with children preferred. Demonstrated skill in use of computers/software.

Allowable Substitutions

Advanced training in secretarial procedures may substitute for the required experience on a year-for-year basis; and other alternatives, such as AA degree or CEOE, to the above qualifications that the district may find appropriate and acceptable.

Required Knowledge, Skills and Abilities

Ability to communicate effectively with students, staff and the public. Ability to provide customer service. Knowledge of office and clerical procedures. Word processing skill- must pass District typing/keyboarding test at least 55wpm. Ability to operate a variety of office machines. Ability to operate a computer and learn the operation of specific software programs. Ability to organize and arrange data to create a usable and effective presentation. Knowledge of correct grammar, spelling and English usage. Ability to compose and format correspondence. Ability to set up and maintain accurate files and records. Ability to organize and set priorities for work. Ability to schedule and coordinate activities. Ability to establish and maintain effective working relationships with students, parents, staff and the public.

Licenses/Special Requirements

Requires fingerprinting and background check to determine that there have been no convictions involving physical molestation, abuse, injury or neglect of a minor. Must complete training in and adhere to district infection control plan. Requires first aid and CPR certification.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

First Draft 02/07/03

Revised 05/03

Revised 04/05

Revised 8/08

Revised 03-09