

**Central Valley School District
Job Description #838**

TITLE Senior High School Assistant Secretary

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 support functions.

ESSENTIAL JOB FUNCTIONS

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

1. Greets students, parents, staff and the public, answers or refers telephone and in-person inquiries; promotes positive public relations for the district.
2. Assist and maintain the master schedule; includes determining placement of classes, assigning rooms, and working with student records. Responsible for setting up courses, sections, teacher identifications, maintaining the records in SASI, on SISVIB, and creating a visual guide for immediate reference. Must be able to identify potential conflicts.
3. Maintains a variety of files and records as assigned, including student records, locker assignments, enrollment records, and withdrawals.
4. Prepares a variety of reports for school, district, and state level. These include student enrollment, vocational, student directories, ethnic reports, FTE Reports, and other reports as assigned.
5. Maintains student records including class information, lockers, and other necessary data.
6. Prepares correspondence, bulletins, rosters, forms, reports, and memos.
7. Responsible for ordering and distributing progress reports.
8. Assist with training and supervision of student and volunteer office help.
9. Open, route and distribute mail as necessary.
10. Administer first aid and dispense medication as per district policy.
11. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions; model positive ethical behavior setting a good example for students and staff.
12. Assist school resource officer when needed to maintain a safe environment.
13. Assist in preparing forms and assignments for substitute staff. Assist in requesting substitutes insuring that all positions are covered in case of an absence.
14. Responsible for tracking students and maintaining records for various programs such as: Running Start, 4 Aces, ESD 101, Special Services, Skill Center, Vocational, and Barker Center.
15. Provide newspapers with grade point average for each grade level at the end of each trimester.
16. Coordinates, tracks, and reports staff absences and time sheets.
17. Job duties may include treating students with diabetes or catheterization.
18. Perform related duties as required by the principal/assistant principal/head secretary.

REPORTING RELATIONSHIPS

This position reports to the Principal/Assistant Principal

MENTAL DEMANDS

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

PHYSICAL DEMANDS

Exposed to visual display terminal for prolonged periods; potential exposure to infectious diseases carried by students. Must take all necessary precautions to avoid exposure to body fluids.

QUALIFICATIONS

1. Possess demonstrated skill in use of district standard hardware and software. Must pass Scheig secretarial assessment test.
2. Possess good communication skills and work collaboratively with a variety of personalities.
3. Possess demonstrated initiative, flexibility, organization skills and dependability in the discharge of their responsibilities.
4. Maintain appearance and conduct suitable for working with students, other district staff, and the public.
5. A first aid/CPR card must be obtained within the first 60 days of hire.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

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

CLASSIFICATION HISTORY

Revised 06/03
Revised 01/06
Revised 8/08
Revised 03/09
Revised 09/14