

**Central Valley School District
Job Description #1009**

TITLE ELC Assistant Secretary

GENERAL SUMMARY

This position's responsibilities are to provide a variety of assistance in the ECP office with the major responsibility to do calling of substitutes for the program and including: assisting the Head Secretary and ECP Bookkeeper, maintaining records, substituting in the ECP when needed and providing a wide variety of backup and clerical support functions.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the ECP 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, 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.
3. Calls substitutes on a daily basis, maintains substitute database and other records.
4. Maintains a variety of files and records as assigned, including computer records, such as substitute log, USDA food program participation, program attendance, enrollment records, emergency information, and a wide variety of other files and records as assigned.
5. Assists with recruitment of substitutes for Early Childhood Program sites when needed.
6. Assists with processing student enrollments and withdrawals and other student information.
7. Opens, routes and distributes mail.
8. 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.
9. Substitutes at ECP sites as needed.

OTHER FUNCTIONS

10. 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.
11. Performs related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS

This position reports to the head secretary/program supervisor/building 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; 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. Ability to operate a variety of office machines. Ability to operate a computer and learn the operation of specific software programs. 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 ECP

CONDITIONS

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

CLASSIFICATION HISTORY

Revised 03/04