

**Central Valley School District
Job Description #1007**

TITLE ELC Head Secretary

GENERAL SUMMARY

This position's responsibilities include providing leadership for the Early Childhood Program office, coordinating activities of the Early Childhood Program and to serve as secretary to the Program Administrator. It includes promoting positive public relations, providing a wide variety of services to students, staff and the public, and maintaining a wide variety of records.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Early Childhood Program Head Secretary may perform all or a combination of the following:

1. Serves as secretary to the program administrator. Composes correspondence based on limited instruction or review. Formats and prepares a wide variety of correspondence, memoranda, newsletters, bulletins, forms, reports, records and other materials; duplicates and distributes materials; screens calls, maintains appointment calendar; schedules meetings; opens and routes mail.
2. Greets students, parents, staff and the public; answers a wide variety of telephone and in person inquiries; promotes positive public relations for the district; maintains student schedules.
3. Maintains a variety of detailed program records, such as budgets, student counts, enrollment, attendance and other administrative records for revenue tracking, revenue generation and legal compliance; compiles data and performs calculations; prepares a variety of reports.
4. Prepares and processes requisitions and purchase orders for the program; orders supplies, materials and equipment; processes, stocks and distributes materials; maintains budget; tracks expenditures and prepares budget reports; processes invoices and payment orders.
5. Maintains and reports payroll records for building staff.
6. Performs a variety of specialized functions, such as enrolling and withdrawing students, data processing, maintains calendars, monitors use of school procurement card, and other administrative support assignments.
7. Coordinates the work of program office personnel, site coordinators and volunteers; provides training and guidance; assigns and reviews work.
8. Tracks a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
9. Makes non-instructional decisions as needed during program administrator's absence. Promotes effective public relations with parents and the general public.
10. Greets and orients substitutes to the building; provides keys and other assistance as needed.
11. Provides a variety of building and program services to create a positive learning and teaching environment.

OTHER FUNCTIONS

12. Provides secretarial assistance to other administrators, teachers, specialists and parents volunteers as time permits.
13. May provide first aid to ill and injured students; assesses need for emergency assistance or parental contact; dispense medication as per district policy.
14. 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.
15. Performs related duties consistent with the scope and intent of the position.
16. Attends pertinent workshops and training sessions.

REPORTING RELATIONSHIPS

This position reports to the Program Supervisor/Building Principal.

MENTAL DEMANDS

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

PHYSICAL DEMANDS

Exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; potentially exposed to ordinary infectious diseases carried by students.

MINIMUM QUALIFICATIONS

Education and Experience

Education, training, skills and experience necessary to carry out the assignment, including three (3) years of increasingly responsible office experience, involving records maintenance, accounting and customer service. Experience dealing with school age children preferred.

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. Effective customer service and public relations skills. Knowledge of secretarial procedures. Knowledge of general bookkeeping procedures. Ability to maintain accounting ledgers. High-level keyboarding and data entry skills. Skill in operating a variety of office machines. Ability to operate a computer and to demonstrate proficiency in use of Word/Windows and Outlook. Ability to demonstrate a basic knowledge of Excel and desktop publishing. Skill in correct grammar, spelling and English usage. Ability to proofread and make

corrections. Ability to perform mathematical calculations. Ability to compose and format correspondence. Ability to set up and maintain accurate files and records. Ability to organize and set priorities. Required to maintain confidentiality. Skill in office coordination. Ability to train, assign and review the work of others. Ability to establish and maintain effective working relationships with students, parents, staff and the public. Ability to handle emergency crisis situations.

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

PSEECF

CONDITIONS

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

CLASSIFICATION HISTORY