

## **SCHOOL SECRETARY**

### **DEFINITION**

Under general supervision, serves as secretary to the principal of an elementary, junior, senior or continuation high school; provides assistance to school administration and staff in office, administrative and secretarial matters; maintains a safe, orderly and positive office environment for staff, parents and the public; provides leadership for the school office; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

The varied functions of a school office may be fulfilled directly by the incumbent, or may be partially delegated to support staff; however, all activities related to the effective functioning of a school office are under the oversight of incumbents in this class. The work requires tact, discretion, patience and flexibility, as well as the ability to perform and/or coordinate multiple duties concurrently. This class is distinguished from general office support classes in that the nature, scope and diversity of responsibilities originating at a school site require significant interface with students, parents and site staff, rather than the provision of general office support in a broad functional area. It is further distinguished from the Staff Secretary series of classes, which require an understanding of District-wide functions and the capability of relieving unit management staff of day-to-day office administrative and coordinative duties.

### **EXAMPLES OF DUTIES**

Acts as secretary to a school principal; represents the administrative office and makes office related decisions in the principal's absence, following established procedures and guidelines.

Screens visitors and telephone calls; provides information to teachers, students, parents and the public regarding school policies and procedures.

Verifies reasons for student absences, posts attendance records and writes absent and tardy slips; processes homework requests from parents of absent students (K-6).

Composes and types correspondence, circulars, bills, vouchers and reports on own initiative, from marginal notes and from oral or written directions.

Proofreads correspondence, reports, records and other material for spelling, grammar, punctuation, accuracy, completeness and conformity with established standards.

Assumes responsibility for checking all substitutes in; ensures that all positions are covered.

Compiles and types or word processes a wide variety of material including but not limited to; rosters, bulletins, letters, file cards, enrollment change sheets, monthly attendance reports, registration forms, reports, requisitions, schedules, notices to parents regarding conferences and accident report forms.

Organizes and maintains a variety of confidential, student and administrative files.

Processes incoming and outgoing mail, screening and distributing to the proper party.

Maintains students' permanent record files.

Registers new students by verifying birth certificates and immunizations records, preparing necessary forms, setting up individual file folders and assigning to the appropriate class (K-6).

Takes and transcribes dictation using appropriate methods.

Provides secretarial assistance to teachers and consultants who divide their time among several schools.

Prepares requisitions and maintains school budgetary account ledger.

Maintains records of revolving fund accounts and student body funds; collects, records and deposits cash.

Provides office assistance to various community groups using school facilities.

Compiles data, conducts studies and prepares reports for school staff, the District office and the State Department of Education.

Schedules a variety of meetings, parent-teacher conferences, activities and use of school facilities by outside groups; prepares and maintains school master, administrator and teacher calendars.

Orders textbooks, supplies and teaching aids on loan; processes incoming materials and maintains appropriate records.

Assists in compiling and maintaining the school budget.

Files correspondence and forms.

Provides work direction and instruction to associated staff, students and volunteers; assists with office support help and related work.

Renders first aid for minor cuts, bruises and injuries, and calls nurse or parent in case of more serious injury or illness.

Distributes and logs student medication.

Performs a variety of office administrative duties, such as entering attendance and other data on the computer; accessing and changing existing records, processing student insurance forms, collecting time cards and distributing checks, taking lunch counts, making transportation arrangements for field trips and preparing and following up on work orders. Operates a variety of office equipment including a photocopier, fax machine, calculator and computer to input, access and modify data to perform word processing. Instructs staff on the use of office machines and performs minor repairs. Records minutes of faculty meetings. Provides necessary information to all substitutes; facilitates tutor/student sessions.

### **QUALIFICATIONS**

#### **Knowledge of:**

Standard office practices and procedures, including filing, receptionist and telephone techniques and the use of standard office equipment.  
Functions, activities and procedures related to the school to which assigned.  
Business letter writing and the standard format for reports and correspondence.  
Record keeping and filing principles and practices.  
Computer applications related to the work, including word processing and basic spreadsheet applications.  
Business arithmetic and basic statistical techniques.  
Correct English usage, spelling, grammar and punctuation.  
Techniques for dealing effectively with students, parents, school and District staff and the public, in person and over the telephone.

#### **Skill In:**

Performing a wide variety of secretarial and office administrative duties requiring the use of independent judgment.  
Interpreting, implementing and explaining District and school rules, laws, regulations, policies, procedures, technical processes and computer applications.  
Dealing with staff, students and the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness.  
Making mathematical computations quickly and accurately.  
Compiling and maintaining accurate and complete records and reports.  
Word processing at a speed of 45 words per minute from printed copy.  
Using computer to enter, access and to make changes in information;  
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

#### **Education:**

Equivalent to graduation from high school, supplemented with post-secondary course work in business, office administration or a related field.

#### **Experience:**

Three years of office support, secretarial or general clerical experience. Experience in working in a school setting or with students is desirable.

#### **Physical Demands:**

Must possess mobility to work in a school office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.