

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: SCHOOL SECRETARY II

BASIC FUNCTION:

Under the direction of an Elementary School Principal, perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the administrator in a wide variety of administrative tasks; perform public relations and communications services for the administrator.

DISTINGUISHING CHARACTERISTICS:

The School Secretary III classification performs secretarial and administrative duties to assist a Middle School Principal. The School Secretary II classification performs secretarial and administrative assistance duties to assist an Elementary School Principal. The School Secretary I performs general administrative support for middle school offices especially in areas of attendance and student records.

REPRESENTATIVE DUTIES:

Coordinate the overall of office activities to assist the Principal in a wide variety of administrative tasks; prepare and accurately maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature. **E**

Serve as secretary to the Principal; take minutes of meetings; compose correspondence independently; prepare, type and distribute communications; schedule appointments and meetings; make travel arrangements; receive, open, prioritize and distribute mail. **E**

Lead the activities of the office staff providing training, indirect supervision, technical leadership and direction as necessary; assure compliance with established procedures; assist in setting work priorities and assist in the preparation of performance evaluations; serve as a resource person for other district secretarial and clerical staff. **E**

Provide information to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and coordinate school events as requested. **E**

Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs. **E**

Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures. **E**

Enroll, register and schedule new students; complete enrollment information and enter into computer; complete records for the release or transfer of students. **E**

Operate a variety of office equipment including typewriter, calculator, copiers, computer and communications equipment and other school office equipment. **E**

Assist in orienting new teachers and coordinating substitute personnel; provide keys and instructional materials and maintain related records; more existing staff to cover schedules of others as needed. **E**

Oversee preparation of daily and monthly attendance reports for staff; check out keys; secure building including inspecting perimeters, locking doors and setting alarms. **E**

Perform a variety of problem solving tasks in support of District personnel. **E**

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual. **E**

Prepare a variety of budget and financial materials, correspondence reports and statistical information; assist other with payroll and personnel matters as appropriate. *E*

Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.

Serve on school and District committees as assigned.

Serve as a receptionist for the school office.

Provide clerical assistance to faculty and staff as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

District organization, operations, policies and objectives.

Basic first aid techniques.

Operation of standard office machines including computer equipment.

Letter and report writing techniques.

Applicable Education Codes and related laws.

ABILITY TO:

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.

Perform public relations and communications services for an administrator.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Compose correspondence independently.

Type at 50 words net per minute from clear copy.

Complete work with many interruptions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office machines including typewriter, computer, calculator and copiers.

Understand and work within scope of authority.

Maintain good public relations with students, parents, teachers and the public.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction to others.

Compile and maintain accurate records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience involving frequent contact with the public.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer and office equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching horizontally and overhead to retrieve and maintain files and to store supplies and records.

Lifting and carrying moderately heavy objects.

Hearing and speaking to exchange information in person and on the telephone.

Classified Salary Schedule: Range 31