

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONTINUATION SCHOOL SECRETARY

BASIC FUNCTION:

Under the direction of the Principal, provide varied and responsible secretarial and clerical support services to relieve the Principal of administrative and clerical detail at a continuation school; organize office activities and coordinate flow of communications for the assigned supervisor; assure smooth and efficient office operations.

ESSENTIAL FUNCTIONS:

Provide varied and responsible secretarial and clerical support services to relieve the Principal of administrative and clerical detail at a continuation school; compose independently or from oral instruction, letters, forms, flyers, newsletters, handbooks and other materials; establish and maintain filing system.

Coordinate flow of communications between administrators, faculty, staff, students and the community for the Principal; coordinate crisis management activities, communicating with the police and others as directed; contact parents or guardians regarding student behavior.

Compile information and prepare and maintain a wide variety of data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment; maintain site staff time records and prepare staff attendance reports; reserve substitutes for absent personnel.

Initiate and answer telephone calls; screen and route calls; provide information and assistance to callers; receive and distribute messages to appropriate personnel; receive, open, sort, screen and distribute incoming mail.

Prepare and maintain financial records related to the assignment; record expenditures and assist in monitoring assigned budgets; initiate purchase requisitions and budget transfers; maintain and reconcile school checkbook and petty cash account.

Coordinate and schedule meetings and appointments; take minutes at assigned meetings; maintain the Principal's, Master and other calendars as assigned; reserve facilities; arrange travel reservations; compile and duplicate packets, forms and related materials as needed.

Assist with disciplinary activities, maintaining student discipline files and preparing suspension forms and expulsion packets; notify teachers of student suspensions.

Train and provide work direction and guidance to clerical staff as assigned by position; provide input regarding staff evaluations as requested.

Perform student health care functions; administer first aid; schedule health care screenings; provide related information to students and parents as necessary.

Contact parents and guardians to clear student absences; prepare Average Daily Attendance reports as assigned by position.

Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Monitor inventory levels of school supplies and textbooks, ordering replacements as necessary; process, audit and arrange for payment of school invoices; communicate repair and maintenance issues to appropriate personnel.

Participate in other assigned activities such as preparing work permits and assisting with graduation ceremony preparations and fundraising activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Financial record-keeping techniques.
- Telephone techniques and etiquette.
- Research methods and report preparation techniques.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Principles of training and providing work direction to others.
- First aid and CPR procedures

ABILITY TO:

- Provide varied and responsible secretarial and clerical support duties.
- Organize office activities and coordinate flow of communications.
- Operate a variety of office equipment including a computer and assigned software.
- Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain a variety of filing systems.

Interpret, apply and explain laws, rules, regulations, policies and procedures.
Learn terminology, processes and operations of assigned office or program.
Work independently with little direction.
Work confidentially with discretion.
Prioritize and schedule work.
Understand and work within scope of authority.
Type at a minimum of 35 words per minute from clear copy.
Maintain financial records.
Train and provide work direction to others.
Compile and verify data and prepare reports.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Administer first aid and CPR procedures.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
Sit or stand for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid American Red Cross First Aid and CPR Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.