

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELEMENTARY 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 an elementary school; organize office activities and coordinate flow of communications for the Principal; 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 an elementary school; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters.

Coordinate flow of communications between parents, students and the public; respond to inquiries and provide information to teachers, students and the public.

Assist with disciplinary activities; monitor detained students with discipline problems; process student suspensions; assure the safety and supervision of students before and after school; perform student health care functions, administer first aid.

Prepare for new school year; coordinate and oversee student registration activities; assist with student classroom placement; assure overflow students are transferred to appropriate schools.

Compile information and prepare and maintain a wide variety of data, records and reports according to established procedures and time lines; establish and maintain filing systems; prepare a variety of documents including forms, flyers, schedules, newsletters and handbooks.

Maintain a variety of calendars for the Principal and Vice Principal; schedule and coordinate use of school facilities; arrange travel reservations and prepare related documents.

Perform receptionist duties; 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; distribute campus keys.

Maintain staff time records; prepare staff attendance reports; reserve substitutes for absent personnel; maintain personnel files; type employee evaluations; maintain a variety of records related to student testing.

Monitor inventory levels of school supplies and textbooks, ordering replacements as necessary; distribute and collect textbooks; assure students are billed for damage to textbooks; communicate repair and maintenance issues to appropriate personnel.

Prepare, maintain and process financial records related to the assignment; record expenditures and assist in monitoring assigned budgets; maintain and reconcile school checkbook and petty cash account; process, audit and arrange for payment of school invoices; process returned checks; perform bank deposit activities.

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.

Coordinate and participate in school fundraising activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned office or program.
- Financial record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- 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.
- 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.
- 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.
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 four years of 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.