



For the future of every student

CLASS TITLE: SCHOOL SUPPORT SECRETARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical and secretarial duties to relieve the Assistant Principal of administrative and clerical detail; coordinate flow of communications, correspondence and information in support of assigned functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical and secretarial duties to relieve the Assistant Principal of administrative and clerical detail; provide secretarial support to other school staff and administrators as required; coordinate flow of communications and information; assure smooth and efficient office operations.

Serve as secretary in support of assigned administrative functions; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.

Receive visitors, including administrators, staff, students, parents and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide information and assistance related to school operations, activities, standards, requirements, time lines, policies and procedures.

Research, compile and verify a variety of data and information; compute statistical information for various reports; prepare and process various forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Compile information and prepare and maintain a variety of records, logs and reports related to students, financial activity, attendance, enrollment, budgets and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, fliers, bulletins, agenda items, requests, work orders and other materials.

Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate various computerized lists, documents and reports; assure accuracy of input and output data.

Communicate with District staff, students, parents, outside organizations and the public to exchange information and resolve issues or concerns; request, verify and provide documents and information as needed.

Operate a variety of office equipment such as a calculator, copier, fax machine, typewriter, computer and assigned software.

Maintain and update appointment and activity calendars and schedules; assist with coordinating, reserving and arranging facilities and equipment for meetings and special events such as graduation

ceremonies and fundraising events as needed.

Perform various clerical accounting duties in support of school operations as assigned; calculate, prepare and revise accounting data; balance, monitor and update accounts and budgets with income and expenditures; collect, receive and account for incoming monies as assigned.

Monitor inventory levels of office and designated school supplies; order, receive and maintain appropriate levels of inventory; process purchase orders, reimbursement claims and invoices as assigned.

Assist in monitoring and maintaining various school budgets as directed; assist in assuring expenditures to do not exceed established budget limitations.

Process progress reports, reports cards and transcripts as assigned; assist with maintaining and updating master schedule information as required.

Receive, sort and distribute mail as assigned; prepare and distribute informational packets and bulk mailings.

Process conference requests and related paperwork and arrange travel reservations as assigned

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

OTHER DUTIES:

Provide back-up clerical support for student health services as assigned by the position; administer basic first aid and dispense medications to students in accordance with physician instructions as assigned by the position.

Assist with testing activities as required; distribute, collect and process testing materials for assessment tests as assigned; administer and monitor students during tests.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Terminology, processes and operations of assigned office.

Record-keeping and report preparation techniques.

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

Data control procedures and data entry operations.

Business letter and report writing, editing and proofreading.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematic calculations.

ABILITY TO:

Perform a variety of clerical and secretarial duties to relieve the Assistant Principal of administrative and clerical detail.

Coordinate flow of communications, correspondence and information in support of assigned functions.

Answer telephones and greet the public courteously.

Assure smooth and efficient office operations.

Maintain records and prepare reports.

Type or input data at an acceptable rate of speed.

Learn policies and objectives of assigned programs and activities.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Compose correspondence and written materials independently or from oral instructions.

Complete work with many interruptions.

Meet schedules and timelines.

Add, subtract, multiply and divide quickly and accurately.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) and two years related administrative or clerical experience supporting an administrator or large department/division. Experience working in an educational environment highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require First Aid and CPR certification issued by an authorized agency.

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

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

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.