

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

SCHOOL SECRETARY

Basic Function:

Under the direction of the school Principal, performs a wide variety of clerical and secretarial duties to coordinate school office activities to relieve the Principal of a wide variety of routine administrative detail; performs public relations and communications services for the Principal.

Representative Duties:

1. Coordinates a variety of office activities to relieve the Principal of routine administrative detail; prepare and accurately maintains a variety of reports, records and files relating to students, staff, operations and activities.
2. Prepares communications; schedules appointments and staff meetings; maintains files and speaks on behalf of the Principal as appropriate.
3. Coordinates the front office of a school; greets visitors, students, parents and the public; receives telephone calls from pupils, teachers, District Offices, other schools and the public; provides information concerning basic school policies, procedures, actions, activities, schedules and other routine inquiries; requests necessary information and takes and transmits messages as appropriate.
4. Maintains accurate records and files concerning students, parent information, personnel attendance and grades; maintains records of certificated and classified attendance records; reviews time cards for substitute teachers, aides and noon supervisors checking for accuracy; resolves discrepancies, signs and sends to District Office.
5. Types from rough drafts or verbal instructions a variety of materials such as letters, memorandas, bulletins, reports and statistical data; duplicates as necessary; composes correspondence as necessary.
6. Receives and distributes U.S. and inter-district mail.
7. Maintains records concerning grade level budgets.
8. Registers new students; reviews student records for compliance with immunization laws and takes appropriate action; maintains student body accounts.

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9. Compiles information and prepares reports as directed; monitors budget on behalf of the Principal as directed.
10. Requisitions, receives, stores and distributes school supplies and office materials; maintains material and equipment inventories.
11. Operates a variety of office equipment including computer terminal, typewriter, copiers, calculators and intercom.
12. Trains and provides work direction and guidance to others as needed.
13. Assures secure maintenance of school keys; issues and retrieves keys according to established procedures.
14. Maintains petty cash fund.
15. In the absence of a health aide or nurse, performs necessary first aid.
16. Performs other related duties as assigned.

Knowledge Of:

1. Receptionist and telephone techniques and etiquette.
2. Modern office practices, procedures and equipment.
3. Record keeping and filing techniques.
4. School Office terminology, practices and procedures.
5. Health and safety regulations.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. School and District organization, operations, policies and objectives.
8. Applicable sections of State Education Code and other applicable laws.
9. Interpersonal skills using tact, patience and courtesy.

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10. Basic first aid procedures and basic medical terminology.

Ability To:

1. Perform and coordinate difficult office, secretarial and clerical work involving independent judgment and requiring accuracy and speed.
2. Establish and implement revised office procedures as needed and according to established guidelines.
3. Understand, interpret rules and written directions and apply to specific situations.
4. Compose correspondence independently.
5. Establish and maintain effective working relationships with others.
6. Analyze situations accurately and adopt an effective course of action.
7. Meet schedules and timelines.
8. Perform duties effectively with many demands on time and constant interruptions.
9. Plan and organize work.
10. Train and provide work direction to others.
11. Maintain records and prepare reports.
12. Work confidentially with discretion.
13. Communicate effectively both orally and in writing.
14. Make arithmetic calculations quickly and accurately.
15. Understand and follow oral and written directions.
16. Type at 55 words net per minute from clear copy.
17. Work independently with little direction.

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Education and Experience:

Any combination equivalent to: graduation from high school including or supplemented by courses in secretarial science or related business courses and four years of responsible and varied secretarial or office management experience.

Working Conditions:

School office environment; subject to many demands on time and constant interruptions.

Work Year:

Eleven (11) calendar months.

REVISED BY THE GOVERNING BOARD: July 12, 1990