

ADMINISTRATIVE SECRETARY – SCHOOL

Purpose Statement

The job of Administrative Secretary – School was established for the purpose/s of providing administrative support to the school-site Superintendent/Principal; conveying information regarding school functions and procedures; ensuring compliance with site’s financial, legal and administrative requirements; and overseeing the office activities.

This job is distinguished from similar jobs by the following characteristics: required initiative, organizational problem solving skills; ability to acquire knowledge of school site operations and districtwide administrative policies and procedures. Incumbents are expected to work independently and carry out administrative details without requiring the immediate attention of an administrator(s).

This job reports to School Superintendent, Principal or Designee

Essential Functions

- Administers first aid and medication to students who are under the direction of health professional for the purpose of meeting immediate health care needs.
- Compiles data from a wide variety of sources (e.g. payroll, petty cash disbursements, work orders, staff handbook, attendance, ASB reports, etc., as assigned.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a wide variety of programs and/or activities (e.g. purchase orders, facility reservations, budget expenditures, site meetings, classroom and site staff coverage, state testing, graduation ceremonies, coaching schedule, homework for absent students, etc., as assigned.) for the purpose of meeting program and/or activity requirements in compliance with established guidelines.
- Prepare and submit State reporting (e.g. MSDS Collection and TSDL Collection) for the purpose of maintain accurate student information.
- Enrolling and exiting students by filing necessary documents, requesting, receiving, and/or sending CA-60 files for the purpose of maintaining accurate student files.
- Maintains a wide variety of documents, files and records (manual and computer) (e.g. administrative records, building keys, office procedures, all forms, building personnel records, student files, etc.) for the purpose of providing up-to-date reference and audit trail.
- Maintains inventories of supplies and materials (e.g. all general supplies, equipment repairs, etc.) for the purpose of ensuring items availability.
- Maintains student attendance and enrollment data (e.g. as assigned) for the purpose of complying with district, state and federal requirements.
- Monitors account balances and financial transactions (e.g. internal accounts, athletic account, building and site, account expenditures, account receipts, etc.) for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Orients new site personnel (e.g. substitutes, staff, volunteers, etc.) regarding appropriate school and district practices (e.g. keys, folders, directions, building procedures, etc.) for the purpose of effectively assimilating new personnel and/or volunteers into site operations.
- Oversee office staff, student assistants, volunteers, etc. for the purpose of ensuring appropriate procedures are followed and/or meeting work demand.
- Prepares a wide variety of reports and written materials (e.g. budgets, memos, letters, flyers, handbooks, discipline, truancy and suspension reports, emergency drill reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a variety of documents and materials (e.g. purchase orders, substitute time sheets, daily attendance, work orders, etc.) for the purpose of disseminating information to appropriate parties.
- Researches discrepancies at attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.

- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parent, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or referring to others.
- Prepare school board meeting packets (e.g. board agenda, minutes of previous meeting bills payable and any other pertinent information) and attend meetings, for the purpose of maintaining accurate records for the board.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Ability to maintain confidentiality.
- Assist other personnel for the purpose of supporting them in the completion of their work activities.
- Ability to remain helpful, courteous, friendly, cooperative, sensitive and sympathetic to Administration, staff, students, parents and community.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; bookkeeping principles; business telephone etiquette; common office machines; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective relationships with children; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking and 10% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High School diploma or equivalent, Associates Degree preferred.

Continuing Education/Training: As needed.

Certificates & Licenses: First Aid/CPR Certificate.

Clearances: Criminal Justice/Fingerprint Clearance, TB Clearance.

Salary: Base - \$28,000