

DELANO UNION SCHOOL DISTRICT

School Secretary

Brief Description of Job

Serves as the Secretary to a School Principal. The School Secretary is responsible for a wide variety of quasi-administrative and clerical duties requiring confidentiality and a specialized knowledge of District functions and operations. Utilizes independent judgment and action.

Administrative Relationship

Works under the direction of a School Principal.

Required Qualifications

Must have knowledge of School District functions, policies, rules and regulations to assist in the administration of a school site. Must use correct English, spelling, grammar, and punctuation. Must be able to gather information and compose correspondence, take notes at meetings and transcribe into accurate reports; take responsibility and use good judgment; understand and carry out oral and written instructions; establish and maintain effective working relationships with those contacted during the course of work. Ability to communicate in Spanish and take dictation is desirable. Must possess a valid California Driver's License. Must meet the following criteria:

1. Type sixty (60) words per minute from clean copy for five minutes with 95% accuracy
2. Pass District-administered Test of Adult Basic Education at the 12th grade level in reading, spelling, and language
3. Demonstrate competency in composing a letter from a rough draft
4. Pass a District-administered computer literacy test
5. Pass a filing test
6. Pass a spelling test

Experience

Must have a minimum of two (2) years of experience performing the duties of a Clerk III within the Delano Union School District or pass all tests required of a Clerk III and have three (3) years of increasingly responsible and varied secretarial experience.

Education

Must have a minimum of high school graduation/GED and/or Junior College/Business School secretarial training. Must meet high standards for English, spelling and grammar.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Serve as Secretary to the Principal, performing such duties as: typing a variety of materials, letters, reports, bulletins, agendas, memorandums, and other documents, receiving and routing mail, and working on attendance;
2. Compose correspondence independently or from oral instructions;
3. Maintain a variety of records, including confidential pupil files and Cumulative student records;
4. Meet the public and direct them upon their requests;
5. Answer telephone and provide information to students, parents, faculty members and the public;
6. Keep books for student organizations such as: student council, band, newspaper, yearbook;
7. Make arrangements for conferences and workshops;
8. Operate a variety of office equipment;
9. Take messages for Principal and other staff members;
10. Make appointments for staff with parents or other interested people;
11. Requisition supplies and books;
12. Administer first aid as needed on students;
13. Assist students in their needs;
14. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51 - 75 % |
| 2. Occasional | = 25 - 50% | 4. Very Frequent | = 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
- 4 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 e. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 f. Ability to lift 20 lbs.
- 2 g. Ability to carry 20 lbs.
- 4 h. Ability to operate office equipment.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.