

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

### **JOB TITLE: SCHOOL SECRETARY I**

#### **DESCRIPTION**

To perform responsible school office support functions in the day-to-day operations of a school administration office; to perform typing, monitoring student attendance, filing, receptionist, and record keeping assignments; to act as resource to staff, students, parents, and the general public regarding general and specific information on policies, procedures, and activities of the school. Performs general secretarial duties as assigned.

**SUPERVISOR:** Principal or Designee

#### **TYPICAL DUTIES**

1. Prepares documents including but not limited to; memos, correspondence reports, purchase orders, forms, cards, records and other materials from clear draft, handwritten copy, notes, verbal direction, or other clearly defined sources.
2. Contacts teachers/parents regarding assigned office procedures and operations such as verifying absences and school hours, or obtaining other needed information.
3. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross reference files.
4. Maintains student databases and records including but not limited to student attendance/enrollment, health, lunch, student emergency information, etc.
5. Process forms, applications, documents, records, and/or other paperwork, including but not limited to copying and distributing materials as required.
6. Maintains routine bookkeeping records; transfers and collects and deposits money collected from students/staff for school activities and functions.
7. Receives and checks records and other documents for clerical and arithmetical accuracy, completeness, and compliance with established standards.
8. May provide bilingual translating and interpreting services between school office, staff, parents, students, and others.
9. Coordinates and monitors workflow in the school office to ensure timely and accurate completion, delegates and supervises tasks to student assistants, volunteers, and/or other employees as directed.
10. Processes incoming and outgoing mail and materials.
11. Confers with and assists various community agencies; obtains, verifies and/or provides information.
12. Registers/withdraws students as required; processes related forms, sets up files secures/forwards student information.

13. Collects data/information and compiles reports, orders and other materials requiring the use of independent judgment and knowledge in assembling and categorizing data.
14. Receives and screens ill or injured students, performs basic First Aid, dispenses medication in the absence of the Health Assistant.
15. Report irregular attendance and excessive tardies on a regular and continuing basis to administration and support staff.
16. Process, print and mail SART and SARB letters.
17. Compile packets with attendance, academic, and behavioral information for SARB referrals/hearings.
18. Enter multiple period attendance for ongoing site programs and activities (middle school only).
19. Manage telephone calls and maintain voicemail and automated attendance calling systems.
20. Completes monthly attendance records and reports.
21. Maintains attendance records and data for auditing purposes.
22. Promotes positive public relations with volunteers, parents, and community.
23. Perform receptionist duties, including answering and directing telephone calls, greeting and directing students, staff and frequent traffic entering the reception area.
24. Performs other duties similar to the above scope and function as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Modern office methods, procedures, and practices;
- Proper English usage, grammar, punctuation, and spelling.

### **Ability to:**

- Learn the operations, procedures, policies, and requirements of assigned program or operational unit;
- Operate standard office equipment/machines such as calculator, copy machine, computer terminal, printer;
- Learn and use assigned computer software at a level of proficiency sufficient to successfully perform assigned duties;
- Type accurately at a rate required for successful job performance;
- Understand and follow both oral and written instructions;
- Perform routine arithmetical calculations;
- Establish and maintain routine records and complete routine reports;
- Communicate effectively and tactfully in both oral and written forms;
- Establish and maintain effective work relationships;

## **EDUCATION & EXPERIENCE**

- High school diploma or equivalent;
- Recommended 3 years prior job-related secretarial/clerical experience with increasing levels of responsibility;
- Ability to read and speak a second language is desirable.

## **REQUIREMENTS**

- TB test clearance;
- Criminal Justice fingerprint clearance;
- Pass District's Secretary Exam;
- First Aid Certification

## **MEDICAL CATEGORY – light Physical Effort**

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

Board Approved August 17, 2022