

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

### **JOB TITLE: SCHOOL SECRETARY II**

**DESCRIPTION:** To assist in the administration of a school site by performing a variety of complex and responsible secretarial support functions and to coordinate the work flow and activities processed through the school office. To be a resource for staff, students, parents, and the general public regarding general and specific information on policies, procedures, and activities of the school.

**SUPERVISOR:** Principal or Designee

### **TYPICAL DUTIES**

1. Acts as a secretary to assigned Administration; performing a wide variety of complex and responsible clerical and secretarial duties as well as performing routine administrative support functions.
2. Prepares documents such as letters, bulletins, charts, handbooks, newsletters, etc.
3. Compose correspondence requiring thorough knowledge of policies, regulations, and operational procedures independently or in accordance with general instructions.
4. Acts as receptionist; answers phone calls and screens visitors.
5. Establishes and maintains routine and confidential files and appointment schedules for Principal; scheduling and arranging meetings and conferences.
6. Prepare expulsion packets as necessary.
7. Uses the District's employee absence management system to ensure absences are filled.
8. Collects necessary information and maintains a variety of logs and records related to both certificated and classified employees.
9. Distributes and controls facility keys.
10. Assist in processing incoming and outgoing mail and materials.
11. Confers with and assists various community agencies; obtains, verifies and/or provides information, delivers messages, performs clerical functions. Maintains records for facilities requests and school activity calendar.
12. Register/withdraw students as required; processes related forms and registration packets, performs enrollment procedures, transfer requests, sets up files, and secures/forwards student information.
13. Assist with development and maintenance of the master schedule (middle school only).
14. Compiles student academic data from elementary schools for student placement (middle school only).
15. Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, and expenses to date; and inventories and logs items upon arrival.
16. Maintains routine bookkeeping records; transfers and deposits money collected from students/staff for school activities and function. Assists in school site budget preparation and accounting; gathering data and calculating projections, monitoring and recording expenditures.
17. Attends various meetings; taking notes and preparing minutes as assigned.
18. Process forms, applications, documents, records, and/or other paperwork, including but not limited to copying and distributing materials. Monitors timelines for responses.

19. Processes maintenance work orders. Processes tech tickets for all staff. Manage copy machine maintenance and minor repairs.
20. Prepare specialized query/reports for administration, teachers, and counselors, as requested.
21. Receives and screens ill or injured students, performs basic First Aid, dispenses medication, refers to nurse/doctor/parents as appropriate.
22. Prepares, processes and enters requisitions using the District's online system.
23. Assists in preparation of the School Emergency Safety information for evacuation/fire drills.
24. Provides updates on the school website.
25. Creates Blackboard Connect and Synergy announcements.
26. May provide bilingual translating and interpreting services between school office, staff, parents, students, and others.
27. Performs other duties similar to the above scope and function as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Public school secretarial operations and functions.
- Proper office methods and practices including filing systems, telephone systems, computer applications, letter and report writing.
- Correct English usage, spelling, grammar, and punctuation.
- Proper financial record keeping methods and practices.

### **Ability To:**

- Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
- Work with interruptions due to student actions and walk-in traffic.
- Perform arithmetic calculations with speed and accuracy.
- Learn and use designated computer software programs related to word processing, publisher, excel and student information system (SIS) and other appropriate programs as assigned.
- Operate a variety of office equipment such as calculator, copy machine, computer terminal and printer with speed and accuracy.
- Understand and successfully apply a variety of complex directions to specific situations.
- Type accurately at a rate required for successful job performance.
- Take and transcribe dictation with speed and accuracy.
- Communicate effectively and tactfully in both oral and written forms.
- Establish and maintain a variety of record keeping, reference, and data collections systems.
- Prioritize and coordinate workflow and timelines for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## **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.