

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: School Secretary

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Principal

RANGE: 240

WORK YEAR: 10 Months

CLASS: Administrative Support

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under general supervision, to assist in the operations of the school, perform a variety of responsible administrative, secretarial, clerical, and receptionist duties, and respond to inquiries from students, parents, staff, and the general public; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by contributing to an organized office environment where pupils, parents, and staff can access the information and resources essential to learning and teaching.

SUPERVISION OVER: Students

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Assists the Principal, School Office Coordinator, and administrative personnel in the performance of their functions and responsibilities.
- Greets and provides assistance, information, and materials to visitors, parents, students and the public regarding school programs and policies, referring the most complex inquiries to the appropriate administrator.
- May greet and orient substitute teachers by providing them with necessary information and materials.
- Establishes and maintains a wide variety of manual and electronic filing systems and required records (e.g. student cumulative file, employee information, budget data, financial records, etc.).
- Using a computer prepares and distributes a variety of documents and publications (e.g. agendas, minutes, newsletters, bulletins, reports, etc.) for staff, students, and parents.
- Gathers and records accurate attendance information into the student information system (Aeries).
- Contacts parents/guardians regarding unverified/extended absence, attendance concerns, and truancy.
- Maintains an accurate record of all communication between the school and home regarding student absences.
- Manages short-term Independent Study contracts by notifying families of policies, distributing appropriate forms, collecting work, verifying timely completion of all contract responsibilities, and coding attendance as appropriate.
- Processes/mails truancy letters, collects teacher feedback forms, and submits documentation for the School Attendance Review Team and School Attendance Review Board processes.
- Uses Aeries to perform a variety of administrative tasks including but not limited to, entering all student data, completing enrollment and disenrollment activities, creating and running queries and reports, etc.
- Processes and collects registration forms and documentation for new students and contacts prior schools to request cum files and other relevant information.
- Dis-enrolls students, copies and sends cum files to requesting schools, and maintains files for inactive students.
- Oversees Home and Hospital contracts including all required documentation and time sheets for assigned instructor(s).

- Stores and distributes supplies, equipment, books, and other instructional materials; may requisition supplies under direction of the Principal or School Office Coordinator.
- Conducts routine clerical duties such as, composing/compiling/sending correspondence, scheduling appointments, preparing/completing reports/forms, sorting/distributing mail, operating standard office machines, filing documents, answering/screening/directing telephone calls, etc.
- May update school website and publicize information via other school communication tools (i.e. email, automated caller, social network accounts, etc.) as directed by administrator.
- May assist the Office Manager in the performance of his/her duties.
- Assigns work to and oversees the performance of student office aides.
- Monitors the behavior of students in the office waiting area and refers them to the appropriate administrator as necessary.
- Administers first aid and routine care to pupils in the absence of a school nurse and contacts parents, professional help, and/or emergency response personnel when appropriate; completes and submits accident reports.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent.
- Advanced education and/or courses in business practice, English, human relations, and computers desirable.
- One year experience in clerical/office work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.
- CPR and first aid certification required and offered by the District yearly.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Basic mathematical skills.
- Computer procedures, software, and applications.

ABILITY TO*:

- Operate a computer to input, update, and access a variety of records, information, and data.
- Operate a computer to generate queries, reports, lists, and summaries.
- Use District software such as the student information system (Aeries).
- Read, learn, interpret, and make minor decisions in accordance with District and school policies, programs, mission, and vision.
- Establish priorities to plan and schedule work.
- Perform a variety of routine clerical duties such as, developing and maintaining organizational systems, composing correspondence, and operating standard office machines.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).

- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; potential exposure to blood, blood-borne pathogens, bodily fluids, communicable diseases, chemicals, antiseptics, and disinfectants.