

Sacramento County Office of Education Job Description

Classification Title: School Secretary

DEFINITION

Under direction, performs a variety of clerical, secretarial, and other minor administrative functions required for the operation of school sites and other instructional programs; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The School Secretary class is distinguished from the Staff Secretary class by having assignments which are associated with the operation of a school or instructional program. Further difference includes maintenance of confidential student records and more direct contact with students, parents/guardians, and instructional staff at a school site.

DIRECTLY RESPONSIBLE TO

Appropriate department or unit administrator; may receive assignments from senior support personnel as required.

SUPERVISION OVER

None; however, the School Secretary may assign work and provide technical direction to students and other support staff.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Recordkeeping/Database Management

Responsible for implementing and maintaining all office and school recordkeeping systems; maintains and updates a comprehensive web-based student database; develops and tracks records and reports related to incidents, accidents, Medi-Cal billing, average daily attendance, and test scores; uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information; completes and reviews forms which include purchase orders, online supply orders, conference/travel claims, mileage claims, timesheets, evaluation forms, enrollment cards, rosters, and other related forms; audits and ensures accuracy of student attendance reports; creates and maintains student files; maintains records for classroom and school budgets, student body funds, attendance, and other related records as needed.

Document Preparation

Prepares, creates, and composes letters, reports, bulletins, flyers, and other documents for the school or instructional programs; answers routine correspondence for the administrator; prepares documents from rough drafts, notes, recordings, or oral instructions; submits print requests; prepares and maintains a variety of reports from confidential records and student data information; ensures completeness and accuracy of Individualized Education Programs (IEP); operates computer and standard office equipment; may provide technical support to staff.

Communication/Customer Service

Acts as liaison between the school site and the general public by researching and conveying information concerning rules, regulations, policies, and laws; greets and directs visitors; addresses standard inquiries by letter, phone, email, fax, or personal contact; maintains internal communication system ensuring instructional, probation, and support personnel are kept informed of pertinent information; coordinates the transfer of information between site/program and outside agencies and districts; interacts with and assists students when necessary; assists students and parents/guardians by explaining and enforcing school site requirements; communicates as necessary with supervisor; maintains confidentiality of records; receives training and administers minor first aid.

Site/Program Support

Ensures that appropriate calendars of activities are maintained for the school including establishment of schedules for parent conferences, IEP meetings, school visitors, and other meetings; coordinates interpreter services for IEP meetings as needed; assists in the process of registering new students; coordinates and schedules transportation for students and staff; generates daily substitute list; may assist in arranging and scheduling substitute and temporary employees for the school to ensure classrooms are fully staffed; monitors staff absences and attendance tracking; greets substitutes and assists with directions and questions; assists administrator and other staff in planning, organizing, and preparing for staff meetings, inservices, conferences, and workshops; assists in the development of office procedures; ensures appropriate security and safety methods are employed within the office; orders supplies and equipment and maintains inventory for school/program ensuring adequate levels are maintained; assists with scheduling building maintenance needs and repairs.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include work experience in an office environment involving public contact; experience working at a school site is desirable.

Knowledge of

Standard clerical procedures and office operations, English grammar, punctuation, and spelling; business formatting of documents; basic research techniques; school district policies; basic understanding of the IEP process and terminology; standard software applications; database management systems; budget and accounting principles; standard types of office filing systems; proper telephone etiquette.

Skill and Ability to

Operate standard office equipment; accurately prepare, create, edit, and design memos, reports, letters, and other documents; maintain complex databases and management information systems; learn new software applications; communicate effectively in oral and written form; proofread material and make necessary corrections; utilize time management techniques to organize and prioritize work; perform multiple activities simultaneously; coordinate, manage, and execute a variety of projects under tight deadlines; read, interpret, and apply rules, laws, and procedures; follow instructions; work independently; maintain confidentiality of student and program information; strong interpersonal skills; flexible; work cooperatively and effectively with students, parents/guardians, administrators, and the general public.

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