

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: SCHOOL SECRETARY I**

**Classification: Range 33**

**BASIC FUNCTION:**

Perform a wide variety of secretarial, clerical, and bookkeeping duties to coordinate school office activities.

**REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Assist in the coordination of the overall office activities to assist site administration in administrative details; prepare and accurately maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature.

Perform secretarial duties for the supervisor; take and transcribe minutes of meetings; compose correspondence independently; prepare, type and distribute communications; schedule appointments and meetings; make travel arrangements; receive, open, prioritize and distribute mail.

Perform various secretarial duties for the Athletic Director including scheduling, preparing team rosters, making arrangements for transportation, awards, etc.

Assist in providing information to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and coordinate school events as requested.

Use the SASI programs. Collect, compile, organize and record a variety of data related to student attendance and enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.

Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.

Enroll, register and schedule new students; complete enrollment information and enter into computer; complete records for the release or transfer of students.

Operate a variety of office equipment including typewriter, calculator, copiers, computer, fax machines, communications equipment, and other school office equipment.

Assist in orienting new teachers and coordinating substitute personnel; provide instructional materials and maintain related records.

Perform a variety of problem solving tasks in support of site and District personnel.

Assist in maintaining accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.

Prepare a variety of budget and financial materials, correspondence reports and statistical information; type purchase orders and maintain site budgets (general fund and categorical along with Student Body accounts); assist others with payroll and personnel matters as appropriate.

Administer basic first aid to injured students within guidelines of District policy when necessary.

Provide medication to students as directed by physician instructions and as approved by parents in accordance with District policy.

Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.

Serve on school and District committees as assigned.

Serve as a receptionist for the school office.

Provide clerical assistance to faculty and staff as needed.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Basic first aid techniques.

Operation of standard office machines including computer equipment.

Letter and report writing techniques.

AERIES program (training to be provided by the District)

**ABILITY TO:**

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.  
Understand and follow oral and written directions.  
Compose correspondence independently.  
Type at 50 words net per minute from clear copy.  
Complete work with many interruptions.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with other supervisors, employees, and the public.  
Learn, interpret, apply and explain rules, regulations, policies and procedures.  
Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.  
Understand and work within scope of authority.  
Maintain good public relations with students, parents, teachers and the public.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Compile and maintain accurate records and prepare reports.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent supplemented by training in office management and increasingly responsible clerical experience involving frequent contact with the public.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Excessive intermittent noise.  
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.