

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: SCHOOL SECRETARY II

Classification: Range 35

BASIC FUNCTION:

Perform a wide variety of secretarial and clerical duties to assist the administration and staff.

REPRESENTATIVE DUTIES:

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

Coordinate office activities and communications with school activities, events and time lines; maintain the principal's calendar; schedule appointments and arrange meetings and conferences; screen visitors and phone calls; make travel arrangements; receive mail, prioritize and distribute.

Perform secretarial duties for the Principal; take minutes of meetings, letters and memoranda; compose correspondence and bulletins independently; assist with routine administrative matters as appropriate.

Coordinate the Principal's office serving as receptionist and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal.

Communicate with students, parents and the public to explain policies, procedures and regulations related to school functions and programs; make decisions related to procedural matters according to established guidelines.

Use the SASI programs to perform the following functions pertaining to students: registration, scheduling, attendance, grades, student records/transcripts.

Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, faculty and student bulletins, reports and statistical data.

Coordinate the scheduling of substitute teachers to cover absences; assist in orienting substitute personnel to the school facility and assigned classroom.

Process the certificated and classified payroll including the completion and submission of time sheets to the District Office; maintain accurate records with respect to personnel; arrange for substitute certificated staff and assist them by providing them with keys and materials; prepare substitute time sheets; type certificated and classified evaluations.

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

Operate a variety of office machines such as typewriter, copiers, calculator and computer equipment.

Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases.

Perform a wide variety of problem-solving tasks in support of certificated, classified and management personnel.

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.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

SASI programs (training to be provided by the District)

ABILITY TO:

Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.

Learn, interpret, apply and explain school and District policies, rules and objectives.

Understand and perform duties within scope of authority.

Establish and implement revised office procedures as needed and according to established guidelines.

Understand and interpret rules and written direction and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Type at 50 words net per minute from clear copy.

Establish and maintain effective working relationships with others.

Operate a variety of office machines including computer equipment.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction to others.

Maintain records and prepare reports.

Work confidentially with discretion.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent supplemented by training in office management and increasingly responsible clerical or secretarial experience.

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.