

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** School Secretary II

II. **Definition**

Under administrative direction, to act as secretary to the principal in a District middle or high school; to do a wide variety of responsible clerical work of more than average difficulty; to relieve the principal of routine administration and clerical detail; and to do related work related work consistent with the job description.

III. **Examples of Duties**

Handles administrative details not requiring the immediate attention of the principal; provides relevant educational information to the general school community and provides interpretations as needed. Acts as primary contact and liaison person for students, parents, staff, and community. Answers questions concerning the school program and activities; acts as office manager; acts as custodian of keys for entire school facility; schedules appointments for the principal; composes letters independently from oral or written instructions; coordinates school newsletter with principal; coordinates arrangements for use of school facility; maintains personnel files for all school staff; assists principal in obtaining substitute teachers and other personnel; processes timesheets and absence reports for payroll; provides clerical support to the administrator in charge of instructional budget and other school budgets; assists in the coordination of promotion and graduation ceremonies; prepares all necessary requisitions; coordinates the maintenance and inventory of all school equipment; orders and distributes classroom, instructional, and school supplies and equipment; routes mail; prioritizes and disseminates a variety of relevant data and other material; maintains a variety of files, documents, and reports pertinent to the school; assists with outside coaches' contracts and related paper work; acts as a resource person in assisting District maintenance/operations/grounds personnel; may supervise other classified personnel; maintains and enters data through the use of computer terminals.

IV. **Distinguishing Characteristics**

V. **Employment Standards**

A. **Knowledge of:**

District/school organization, programs and policies;

Modern Office methods and practices, including filing systems, secretarial and telephone techniques, letter and report writing;

Correct English usage, spelling, grammar and punctuation;

Basic methods of financial recordkeeping and budget preparation;

Basic first aid practices.

B. Ability to:

Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships;

Learn to use a computer terminal and word processing and software; other clerical

Interpret and apply district/school rules and policies with judgment; good

Perform responsible and difficult secretarial work with accuracy and speed;

Work in an atmosphere characterized by frequent interruptions;

Deal effectively with a wide variety of personalities and requiring diplomacy, friendliness, poise and firmness; situations

Analyze situations and adopt an effective course of action;

Make decisions within the scope of assigned authority;

Maintain complex school and student budgetary records and reports;

Type from a clear copy at a rate of not less than 55 words per minute;

Take notes and transcribe them accurately;

Learn to use office equipment and serve as key operator of machines. copy

C. Education/Training/Experience:

Completion of 12th grade or equivalent and three years of broad and
increasingly responsible experience in secretarial and clerical field.

D. Licenses/Certificates:

VI. Specific Qualifications

Must pass District clerical test.

Bilingual skill may be necessary.

Date August 16, 1988

Range 24

Position Code SS2

JBD:cf