

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title School Secretary I

II. Definition

Under the administrative direction of a principal, to act as secretary and receptionist and to perform a wide variety of responsible clerical work; to assist the principal by relieving him of clerical detail; and do 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 main contact and liaison person for students, parents, staff, and community. Answers questions concerning the school program and activities. Acts as custodian of keys for entire school facility. Screens and channels calls for principal. Performs a variety of secretarial duties; coordinates school newsletter with principal; maintains a variety of files and documents and reports pertinent to the school; prepares all necessary requisitions; coordinates and maintains inventory of all office, classroom and instructional supplies and equipment; maintains school budgets and student body accounts; assists principal in obtaining substitute teachers, aides and other personnel; processes timesheets and absence reports for payroll; may collect money and tabulate student lunch count daily; routes mail; prioritizes and disseminates a variety of relevant data and other material; acts as office manager; may handle registration/enrollment of new students and checks out leaving students; makes frequent parent contact; assists in making arrangements and coordinating school activities held at the school; gives clerical assistance to teachers on work requiring typing and the use of office machines, such as copying or duplicating activities; may supervise other classified personnel; maintains and enters data through the use of computer terminal.

IV. Distinguishing Characteristics

V. Employment Standards

A. Knowledge of:

District school organization, programs and policies;

Modern office methods and practices, letter and report writing;

Correct English usage, spelling, grammar and punctuation;

Financial recordkeeping and budget preparation;

Organization and collection of data;

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 school office related software;

Organize, interpret and apply district/school rules and policies with good judgment;

Analyze situations and adopt an effective course of action;

Make decisions within the scope of assigned authority;

Take notes and transcribe them accurately;

Work in an atmosphere characterized by frequent interruptions using tact and good judgment;

Maintain confidentiality of information;

Type from a clear copy at a rate of not less than 50 words per minute.

C. Education/Training/Experience:

Completion of 12th grade or equivalent and two years of progressively responsible secretarial and clerical experience.

D. Licenses/Certificates:

VI. Specific Qualifications

Must have passed District clerical test.

Bilingual skill may be necessary.

Date May 16, 1985

Range 23

Position Code SS1

JBD:cf