

Escondido Union High School District Job Description

Job Title: Alternative Education Administrative Secretary
Employee Unit: Classified Bargaining Unit
FLSA Status: Non-exempt
Job Family: Administrative Support and Related Classes
Salary Level: 33
Approved By: Board of Education
Approved Date: June 17, 2014

NATURE OF WORK

Serve in a lead role as secretary to the Principal of an Alternative High School, maintaining an organized and efficient work station, preparing and maintaining various documents within critical timelines, dealing discreetly with and maintaining strict confidentiality in the handling of confidential and sensitive information and documents and presenting a professional demeanor at all times with numerous interruptions.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

Read and route incoming mail.

Manage keys for school, assuring accurate inventory; notify Principal immediately of lost or unaccounted for keys.

Assist Principal to meet time requirements for certificated and classified employee evaluations; may type evaluations for administration.

Compose and type routine correspondence.

File correspondence and other records.

Answer telephone and give information to callers or route calls to appropriate official and place outgoing calls.

Schedule appointments for Principal.

May greet visitors, ascertain nature of business, and refer visitors to appropriate person.

Perform or delegate responsibility for checking substitutes in and out and providing them with the information needed to effectively replace the employee they are hired to replace.

Order and maintain adequate quantities of school and classroom supplies.

Obtain in-house substitutes for emergencies or when regular substitute pool has been exhausted.

Maintain site employee attendance information, verify employee absence reports and submit same to Human Resources in a timely manner.

Process and forward to Human Resources all documents pertaining to personnel matters for all

employees.

Make copies of correspondence or other printed matter.

Maintain, order supplies and keep records of usage for the copy machines on campus.

Maintain time cards for staff and substitutes.

Assist staff in preparing workshop/conference requests.

May serve as collection point for site-level mandated cost claim forms.

May organize bulk mailings and regular outgoing mail.

Develop methods for efficient functioning of office.

Distribute W-2 forms.

Review forms for completeness and accuracy prior to submission to principal (e.g. requisitions, conference requests, time cards).

Monitor status of requisitions and purchase orders submitted to District Service Center.

Organize/Prepare documents for Assistant Principal.

Set up summer school courses, registration.

Summer School Secretary – maintain daily attendance, add and drop students and input grade information.

*Due to the nature of the Alternative School setting this position requires the following additional essential duties:

- Input master schedule and modifications to the schedule.
- Maintain all student cumulative confidential folders and permanent records; receive, evaluate and record transcripts from prior schools.
- Verify and mail official records or transcripts while abiding with current legal requirements for document release; provide copies of transcripts as requested.
- Receive grades and grade changes and process them to county student information system; post individual credit slips as received daily.
- Order/Prepare reports and labels based on student information from San Diego County Office of Education Student Information System (SIS)
- Verify and compute grade point averages.
- Process new students and withdrawing students.
- Order diplomas; maintain graduation information.
- Follow up on an intra/inter district transfer.
- Maintain up to date file for student addresses, phone numbers and schedules.
- Complete enrollment/attendance verifications for government and social service agencies; verify student adds and drops.
- May perform clerical work on behalf of counselor.
- Prepare bank deposits daily.

- Ensure that proper documentation is received for all expenses (site, categorical, ASB).
- Receive cash and checks; maintain petty cash.

SUPERVISORY RESPONSIBILITIES

Coordinate the activities of the front office staff in the alternative school site. Responsibilities include training clerical employees; inservicing all new employees in the procedures of the school relative to reporting absences, etc., addressing complaints and resolving problems. Supervise and direct work of student assistants.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE OF:

Transcript evaluation and student enrollment procedures and requirements; state regulations regarding permanent student records maintenance and confidentiality; State and District requirements for graduation; accurate record keeping methods and practices; basic knowledge of data processing and computer output readings; modern office practices, procedures and equipment including filing and typing; correct English usage, grammar, spelling punctuation and vocabulary; reading and writing communication skills; applicable sections of State Education Code and other applicable laws; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

ABILITY TO:

Perform a variety of specialized and responsible secretarial and administrative support duties; plan, organize and coordinate office activities, and communications; apply an extensive knowledge of District policies and departmental operations and exercise independent judgment, and initiative; read, interpret, apply and explain rules, regulations, policies and procedures; train assigned personnel; type an/or use word processors accurately at a rate of 50 wpm; work independently with little discretion; analyze situations accurately and adopt an effective course of action; communicate effectively both orally and in writing; operate a variety of office equipment including computer, printer, typewriter, /word processor, fax machine, calculator and copier; arrange meetings and conferences; maintain a variety of files, records and logs. Evaluate, maintain and record course work and credits, grades, test scores and other student data; organize, compile and evaluate data pertaining to student course work, grades and enrollment; evaluate and interpret out of District transcripts; establish and maintain cooperative and effective working relationships with students, staff and the public; work confidentially with discretion.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

Must have the ability to enhance the image of public education as an organized, friendly, professional representative of the administration.