

Escondido Union High School District Job Description

Job Title: Alternative Education Secretary I
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 23
Approved By: Board of Education
Approved Date: 4/20/10

NATURE OF WORK:

Provides administrative support in a small alternative school in Assistant Principal's or Attendance Office. Some or all of the following duties and responsibilities will apply depending upon specific assignment.

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

Processes referral notices and enters data into computer system.

Types suspension letters, "strike" letters and assures timely mailing of same.

Prepares and processes expulsion paperwork to assure compliance with timelines.

Tracks SARB students and refers to Assistant Principal as necessary.

Prepares documents for Assistant Principal to present to Student Attendance Review Board (SARB), assuring documents are prepared accurately and in accordance with required timelines.

Talks with parents by phone or in person and receives verification of student absences and the reasons therefor.

Makes entries to County Student information System regarding student absences.

Assists students in obtaining re-admits following absences.

Orders reports from County Student Information System, or prepares reports from other sources.

Issues off-campus passes for illness or parent request.

May provide computer assistance to staff and/or students.

May serve on Student Intervention Team (SIT).

Notifies teachers of private/criminal student information.

Answers telephone, takes messages, provides information, directs call to appropriate staff member; makes appointments for staff.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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

High school diploma or general education degree (GED); minimum three years clerical experience, one of which would preferably be in an educational setting.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise; school office methods, procedures, practices and equipment, operation of office equipment including, copier, computer terminal, spreadsheets and word processing; correct English usage, spelling, punctuation, grammar and vocabulary; statistical and confidential record keeping; interpersonal skills including tact, courtesy and patience; oral and written communication skills; legal requirements and regulations pertaining to student records; basic math.

ABILITY TO:

Learn computer programs unique to school system; effectively enter data into the computer interact with outside agencies in a professional manner; read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, government regulations, Board policy, Education Code; write reports and business correspondence; effectively present information in one-on-one and small group situations to parents, students, outside agencies and other employees of the district; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations;

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly 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, color vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS

Employees assigned to this position must demonstrate flexibility, versatility and support a concept of teamwork. Must have an understanding for students who are unmotivated, from a variety of backgrounds, and promote an atmosphere of support and self-esteem building for students.