

Escondido Union High School District Job Description

Job Title: Educational Services Secretary
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 31
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK:

Provides administrative support in the Educational Services Division by performing any of the following duties.

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

Provides assistance and coordination to assure that all appointments and deadlines are met.

Arranges meetings by notifying appropriate attendees in a timely fashion; requesting facilities and technology set-up, and providing refreshments/catering assistance as needed.

Accurately prepares and mails parent notifications regarding student status for intra/inter district transfers, special education, testing, expulsions, etc., assuring proper timelines are followed.

Accurately prepares and distributes documents for areas of responsibility.

Accurately prepares and distributes complex reports as required by state and federal regulations, Board policies or other agencies.

Assists in the preparation and distribution of testing materials as directed.

Compiles and manipulates job related data as directed.

Accurately prepares correspondence independently.

Communicates frequently by telephone with various school site administrators, faculty and staff.

Greets students, parents and staff who present themselves at the district office with business in Educational Services.

May have personal or telephone contact with frustrated individuals who need special service.

Maintains accurate filing system and appropriate databases.

Answers telephone and responds to inquiries on behalf of the Educational Services department, or takes messages as needed.

Processes requisitions, contracts, invoices, and timecards associated with assigned budgets.

Maintains budgets as assigned.

Assists other secretaries during peak times.

Assists in uploading documents to the EUHSD website for Educational Services.

Maintains book inventory through online program and coordination with site librarians.

Maintains monthly bus passes for specialized student populations (Cal-Safe, Program Improvement, Homeless, Special Education).

Maintains inventory of office supplies and equipment to ensure maximum productivity of department operations.

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 and post secondary education, training or experience equal to two years. Some experience in an educational environment is required.

KNOWLEDGE OF:

Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise; computer operation; modern office practices, procedures and equipment; operations, procedures, specific rules and precedents of the office; telephone techniques and etiquette; appropriate terminology of assigned program; correct English usage, grammar, spelling punctuation and vocabulary; District organization, operations, policies and objectives related to assigned functions; interpersonal skills; oral and written communications skills

ABILITY TO:

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; effectively enter data into computer; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; respond to frustrated or angry parents in a professional and calming manner; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Secretaries assigned to Director of Special Education and Director of Pupil Services will be required to be bilingual in Spanish and English and will be compensated two ranges higher. Additional duties for employees hired with a bilingual requirement will include interpreting and translating both oral and written communications for faculty/staff, administrators, students and parents as needed.

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; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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.

The noise level in the work environment is usually moderate.

COMMENTS

Individuals assigned to this position must be committed to confidentiality, strong on detail and accuracy and possess an ability to deal effectively with a wide variety of personalities. Must project a caring, professional and helpful attitude and recognize the importance of supporting students and school site personnel.