

Escondido Union High School District Job Description

Job Title: Lead Alternative Education Secretary
Employee Unit: Classified Bargaining Unit
FLSA Status: Non-exempt
Job Family: Administrative Support and Related Classes
Salary Level: 28
Approved By: Board of Education
Approved Date: January 15, 2002

NATURE OF WORK

Serve in a lead role as secretary to the Instructional Dean of an Alternative High School, maintaining an organized and efficient work station, preparing and maintaining various documents, maintaining a service oriented manner with the public and presenting a professional demeanor at all times with numerous interruptions.

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

Set up appointments for off site principal to meet with staff for their evaluations

Compose and type routine memoranda and donation letters

Perform mail merge operations on letters containing various test results

File correspondence and other records

Answer telephone and give information to callers or route calls to appropriate person

Schedule appointments for on site administrator

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

Order and maintain adequate quantities of school and classroom supplies including Xerox materials

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

Make copies of correspondence or other printed matter

Assist staff in preparing workshop/conference requests

May organize bulk mailings and other outgoing mail

Distribute pay warrants

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

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

Order and/or update parking permits from the City of Escondido for staff and school visitors

Complete requisitions for textbooks and school library books

Stamp, number and record books as they are received on site

Distribute, collect and order school keys for CCHS staff and other District employees working on site

Complete, send and file a copy of work orders once signed by site administrator

Maintain all student cumulative folders and permanent records; receive, evaluate and record transcripts from prior schools

Verify and mail official records or transcripts while abiding by 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

Maintain up to date files of student information data in the county information system

Order labels for mailings from the county information system

Verify and compute grade point averages and graduation status for use by counselor and staff

Process incoming, new students

Follow up on intra/inter district transfer enrollments

Complete enrollment/attendance verifications for government and social service agencies; verify student adds and drops

Ensure that proper documentation is received for all expenses (site and categorical)

Maintain petty cash

SUPERVISORY RESPONSIBILITIES

Develop and coordinate for efficacy and efficiency, the activities of the front office staff at the 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 knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 clerical and secretarial duties; plan, organize and coordinate office activities and communications; exercise independent judgment, and initiative; read, interpret, apply and explain rules, regulations, policies and procedures; train assigned personnel; type and/or use word processors accurately at a rate of 50 wpm; work independently with little direction; 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 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.

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 quiet to moderate.

COMMENTS

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