

Escondido Union High School District Job Description

Job Title: Secretary II (Assistant Principals)
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 27
Approved By: Board of Education
Approved Date: 12/07/10

NATURE OF WORK

Under the direction of an Assistant Principal, perform a variety of clerical and secretarial functions in support of school office operations.

ESSENTIAL DUTIES include the following. Duties will vary according to assignment within the Assistant Principals' Office. Other duties may be assigned.

Perform secretarial duties in support of an Assistant Principal relieving the supervisor of routine administrative detail as appropriate; independently compose letters, memoranda and bulletins concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.

Coordinate the assigned office and serve as primary contact and reference source for staff, students, parents and the public; provide information and explain policies and procedures over the phone or in personal contacts with parents, students or school personnel as appropriate.

Under the direction of school administration, plan, coordinate and implement school events.

Schedule and coordinate meetings, appointments and conferences for the administrator; support the administrator with student discipline and attendance by preparing, processing, distributing and filing related documents, and notifying involved individuals of disciplinary action to be completed.

Provide direction for student workers as assigned; assist office personnel with various responsibilities as needed.

Compile and type correspondence, bulletins, student behavior reports and other reports; type from rough drafts or verbal instructions a variety of materials such as letters, memoranda, bulletins, reports and statistical data.

Compile, prepare and maintain school office records and consolidate reports as directed by the administrator; maintain records for such areas as discipline, suspensions and expulsions, ASB, facilities use, and activities calendar.

Operate a variety of office machines including a computer terminal, personal computer with various software applications, typewriter, copier, multi-channel radio, camera, laminator and calculator.

Provide assistance to students regarding a variety of student activities.

Assist with contacting parents and guardians regarding students referred to the Assistant Principal's office.

Serve as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contacts.

Maintain constant radio contact with security crew, custodians, and administrators; request assistance and provide information as needed.

Assure timely communications between supervisor, staff, students, parents and the public; inform supervisor, teachers and others of events, dates, field trips and other activities.

Requisition, receive, store and distribute supplies and office materials; maintain an adequate materials and equipment inventory.

Monitor students who have been referred to Assistant Principal for discipline.

Type suspension letters, "strike" letters and assure timely mailing of same.

Prepares and processes expulsion paperwork to assure compliance with timelines.

Assists with intake interviews with student and parents entering school from areas outside feeder schools by preparing forms, obtaining initial information, verifying residence and immunization record, prior to parent/student meeting with Assistant Principal.

Organize documents for Assistant Principal: prepares documents for Alternate Placement Committee (APC) or Counseling Department to expedite placement of students.

Prepare paperwork, notifications, etc. for students assigned to Saturday School and/or After School Detention due to attendance problems.

Prepare documents for Assistant Principal to present to Student Attendance Review Board (SARB), assuring documents are prepared accurately and in accordance with required timelines. May attend SARB hearings to present data when Assistant Principal is unavailable.

Prepare notifications to teachers of private and/or criminal student information.

Prepare reports as necessary; crime reports; mandated costs.

Attend monthly Assistant Principal Secretary meetings; attend truancy meetings with District personnel; and meetings regarding summer school.

Set up summer school courses, registration and handle phone calls with regard to summer school.

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

Distributes Student Handbooks annually and receives acknowledgement signatures; distributes off-campus passes, locker assignments.

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); some secretarial training or course work, two years clerical or secretarial experience, one of which would preferable be in an educational setting.

KNOWLEDGE OF:

Modern office practices, procedures and equipment; receptionist and telephone techniques and etiquette; school office terminology, practices and procedures; record-keeping techniques; laws, rules and regulations related to assigned activities; District organization, operations, policies and objectives; principles of training and providing work direction; health and safety regulations; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; applicable sections of State Education Code and other applicable laws; interpersonal skills using tact, patience and courtesy; operation of office machines including computer equipment.

ABILITY TO:

Perform and coordinate office, secretarial and clerical work in support of an Assistant Principal; interpret, apply and explain school and District policies, rules and objectives; work independently with little direction; understand and interpret rules and written directions and apply to specific situations; perform problem-solving tasks requiring independent judgement; compose correspondence independently; perform duties effectively with many demands on time and constant interruptions; type at 50 wpm; establish and maintain effective working relationships with others; meet schedules and time lines; plan and organize work; maintain records and prepare reports; work confidentially with discretion; make arithmetic calculations quickly and accurately; communicate effectively both orally and in writing.

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 frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. 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.

While performing the duties of this job, it is possible that the employee may occasionally be exposed to airborne or blood-borne particles; safety gloves and equipment are provided in the workplace.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must present a professional appearance and demonstrate efficient and organized work habits. Must be able to work cooperatively with a variety of personalities. Must be able to prioritize work, remain calm while performing varied duties requiring accuracy, meeting deadlines and timely notices amidst numerous interruptions. Must be able to maintain a professional demeanor while monitoring students whose behavior may be disruptive and rude.