



Classified Job Description

CSEA Revised: May 27, 2015
NJUHSD Board Revised: June 10, 2015

Position Title:	PROGRAM SECRETARY
Contract Term:	10 months 11 months (Adult Education)
Salary Range:	20

GENERAL DEFINITION:

Perform a variety of clerical and computer skills as needed.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May provide support to the instructional program by assisting teachers as required.
2. Establish and maintain effective office procedures to address: inventory of office supplies and materials; daily reporting and data input of ADA reported by individual teachers.
3. Facilitate program/parent/teacher communication.
4. Assist with enrollment/scheduling procedures, and testing center operation.
5. Assist with maintenance, inventory, and ordering of instructional materials such as textbooks, paper supplies, forms, course contracts and general office supplies.
6. Provide clerical and secretarial support.
7. Develop, implement and maintain system for grant related data collection.
8. Develop implement and maintain system for tracking student enrollment, attendance and achievement.
9. Data entry and related reports.
10. Handle correspondence including bulk mailings.
11. Obtain and distribute monthly budget printouts.
12. Keeps track of student contracts, grades, referrals, 504s, IEPs, and attendance records.
13. Maintain necessary telephone, fax, or mailing to effectively communicate with business and community members.
14. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
15. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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 equivalent and previous secretarial and clerical experience, preferably in school setting.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

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, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office skills, office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

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 stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.