



Classified Job Description

CSEA Revised: March 19, 2015
NJUHSD Board Revised: April 8, 2015

Position Title:	SECRETARY TO THE ASSISTANT PRINCIPAL
Contract Term:	11 months per year
Salary Range:	21

GENERAL DEFINITION:

Performs a variety of responsible secretarial/clerical duties for the Assistant Principal(s) and other faculty staff members; to assist with the day-to-day operations of the Assistant Principal's Office; to compile, maintain, and update disciplinary action records and related reports; to contact students, parents, and teachers regarding disciplinary related matters; assists the site administrators by relieving them of routine administrative and clerical detail; does related work as required.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Routinely meets and interacts with the public, staff, and students in situations which require tact, discretion and courtesy.
2. Performs a wide a variety of clerical duties, including but not limited to typing and preparing letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials.
3. Receives and resolves concerns and complaints, using knowledge of school policies, procedures, rules, and requirements.
4. Establishes, maintains, and monitors confidential filing system in an accurate and efficient manner.
5. Open, sort, classify, and disburse incoming mail and other correspondence.
6. Assists with the orientation and training of other employees and volunteers.
7. Compiles data and information from various sources and inputs on various forms.
8. Maintains equipment inventory.
9. Assists with expulsion packets and SAM/SARB reports.
10. Provides support/assistance to assistant principals with projects/department need per administrative assignments, for example: STAR and other state assessment, Healthy Kids survey, Coordinated Compliance Review, Honors Night, staff development, BTSA/new teacher orientation, Open House/Back to School Night, foreign exchange program, security/safety, maintenance and custodial, and transportation. Composes, edits and types correspondence and memos as directed.
11. Types certificated evaluations.
12. Answers phones for assistant principals; takes messages and calendars appointments for assistant principals.
13. Arranges meetings, schedules facilities and coordinates catering as necessary.
14. Facilitates the flow of information and mail from the main office and instructional departments.
15. Types agenda and minutes of meetings as needed.
16. Formats, distributes, and tracks staff supervision schedules (extra-duty hours) for all school activities.
17. Processes field trip documentation.
18. Distributes student suspension information to appropriate personnel; keeps accurate records; prepares packets for expulsions, SSTs, 504s, etc.
19. Formats/updates student agenda information yearly and coordinates with vendor.
20. Runs various discipline/budget reports as requested.

21. Facilitates purchase orders/payment requests as needed.
22. Coordinates registration/lodging for conferences as needed.
23. Maintains files and historical records for school activities (e.g. testing, 504s, SSTs).
24. Provides secretarial support/assistance for security personnel as needed.
25. Provides assistance with master scheduling, testing, grades, 504s, SSTs and other school-wide projects.
26. Orders grades, including mailing; assist counseling technicians with registration data entry.
27. Prepares parking permits, forwards tickets to billing agency.
28. Provides phone communication in a confidential manner.
29. Acts as a liaison between the school and the community.
30. Operates office equipment, including but not limited to 10-key adding machines, duplicating equipment, and personal computers.
31. Assist with supervision of students during in-office detentions and oversees students who have referrals and discipline problems.
32. Responsible for minor first aid duties in the absence of the school nurse.
33. Responsible for the daily tracking, arranging and rescheduling of detentions.
34. Orders and maintains office supplies and forms.
35. Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
36. 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 two years of relevant secretarial experience, preferably in a school environment.

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 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. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make mathematical calculations quickly and accurately. Able to transcribe from tape accurately. 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. Understand and carry out oral and written directions, 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.