



Classified Job Description

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

Position Title:	SECRETARY TO THE PRINCIPAL – COMPREHENSIVE HIGH SCHOOL
Contract Term:	12 months per year
Salary Range:	30

GENERAL DEFINITION:

Performs a variety of complex and responsible secretarial support functions. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others. This job class requires in-depth knowledge of school site operations and administrative procedures as well as a high level of secretarial and organizational skills, and functions in a highly visible and independent manner.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Acts as secretary to the High School principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the school principal of routine administrative functions not requiring his/her immediate attention. Performs a wide variety of clerical duties, including but not limited to, typing and preparing letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials.
2. Routinely meets and interacts with the public, staff, and students in situations which require tact, discretion and courtesy.
3. Composes routine correspondence independently.
4. Processes documents such as purchase orders, appropriation and expenditure transfers.
5. Acts as office manager by monitoring clerical workflow/coordination of clerical support.
6. Assists in school site budget development and monitoring. Maintains general fund financial records.
7. Collects money for general fund accounts.
8. Takes notes and/or transcribes dictation of letters, memoranda, and other documents.
9. Acts as a receptionist to screen visitors and phone calls for principal.
10. Maintains routine and confidential files and appointment schedule for principal, setting up and arranging meetings and conferences.
11. Acts as a resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site.
12. Prepares, processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards.
13. Composes and types correspondence, memos, and/or reports on own initiative, from notes, or from oral and written directions.
14. Types a variety of materials from clear draft, hand-written copy, notes, and verbal direction including memos, correspondence, reports, purchase orders, forms, cards, and records.
15. Distributes materials and information to teachers, students, and other staff members and ensures timely responses.
16. Performs basic first aid in accordance with established district policies and guidelines.
17. Ensures supplies are ordered, stocked, and distributed to staff.

18. May perform 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)
19. Assist in preparation of master schedule.
20. Acts as backup for work permits, field trips, tracking of teacher supervision hours, and facility scheduling
21. Parent communication (newsletters, graduation program, flyers, website information, etc.).
22. Primary point of contact for emergency response system.
23. 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 public school clerical operations and functions. Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing. Knowledge of correct English usage, spelling, grammar, and punctuation. Knowledge of financial record keeping methods and practices. Ability to understand and apply successfully a variety of complex directions to specific situations. Ability to perform minor first aid in strict compliance with established district policy. Ability to proofread work accurately. Ability to take notes and dictation and transcribe them accurately. Ability to communicate effectively and tactfully in both oral and written formats. Ability to establish and maintain a variety of record keeping, reference, and data collection systems. Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision. Ability to prioritize and coordinate workflow and timelines for self and others. Ability to establish and maintain effective work relationships when contacted in the performance of required duties. Ability to operate a variety of office equipment. Ability to use computer equipment and related software. Proficient in the use of word processing, spreadsheets and database management programs.

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 almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception, 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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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.