

## **SAN CARLOS SCHOOL DISTRICT**

### **MIDDLE SCHOOL SECRETARY**

#### **BASIC FUNCTION:**

Under the direct supervision of the assigned administrators, perform specialized and responsible secretarial and clerical administrative aide functions often of a confidential nature requiring independent judgment.

#### **ESSENTIAL DUTIES:**

- Acts as a secretary/receptionist for the Principal, screen office callers, make appointments, schedule conferences and meetings, initiate and receive a variety of telephone calls and provide information often making contact with schools, district office, teachers, students and public;
- Assemble administrative data for preparation of reports and records;
- Examine, check and verify statistics and other reports and maintain a variety of files and records;
- Assume responsibility of all school office functions related to clerical duties;
- Coordinate enrollment and/or attendance records involving various reports and files;
- Prepare and process input data for computerized record keeping systems; utilize the output reports in the office operational functions;
- Administer first aid to students when necessary and determine when to seek appropriate emergency assistance;
- Operate various office machines and equipment and assist teachers in their use;
- Collect money for lost and damaged books; count all school, district monies, prepare bank deposits and maintain all necessary records for these transactions;
- Requisition, receive, issue and store supplies and educational material (i.e., textbooks) and maintain an ongoing inventory of these supplies;
- Receive and route incoming mail and process maintenance work request;
- Prepare and maintain a variety of communication materials including correspondence and various reports;
- Type, duplicate and distribute a wide variety of school related material;
- Perform a variety of functions and tasks related to all school administrative office including the counseling office;
- Distribute, collect, order and file school keys;
- Maintain student records, including entering grades and other data including cumulative file records;
- Establish and maintain various types of files and records of a confidential nature;
- Assist in the assignment of substitute personnel;
- Prepare letters, memos, and reports as directed, rough draft, independently compose correspondence as required;
- Assist with site budget planning and expenditure control;
- Assist in the developing of student program schedules and in the preparation and maintenance of the master schedule and bell schedule;
- Administer and dispense student medication and keep information logged;
- In-service of staff members in the use of our automatic substitute calling system; dissemination of information to substitute teachers regarding assignments, daily schedules, and keys; submit request forms for substitutes needed for school business; maintain monthly attendance logs and leave of absence forms;
- Compile materials for 504, IEP and SST meetings as needed;
- Periodic monitoring of District Emergency Radio at middle school site; daily communication with site personnel by two-way radio;
- Act as site purchasing agent by researching, identifying, recommending the most appropriate furniture, equipment, and materials and processing requisitions;
- Completion and follow-up of all Request to Attend Conference forms, receipts, requisitions for reimbursement, and substitute requests;
- Create diplomas, programs and assists PTA with middle school graduation;
- Report cards: prepare mailing of report cards, print and mail to parents
- Assist nurse with labels and mailing as necessary for vision, hearing and scoliosis assessments including filing.
- Input immunization for new students, maintain immunization records and request such records from parents for state requirements.
- Request cumulative file folders for new students from previous district, prepare withdraw forms and send cumulative file folders to new school for transferring students.
- Prepare student record/health inserts, English Learner files and transcripts for transferring schools.
- Assign lockers, record combinations and request maintenance of lockers as needed.
- Sends notifications of exposure to communicable diseases.

- May have responsibility of watching students under disciplinary conditions.
- Locates and notifies parents of illness or injury to students.
- May assists with scheduling and coordinating evening/weekend school activities
- Coordinate emergency supplies for student and staff including coordinating student emergency information.
- Perform other related duties as assigned.

#### **OTHER DUTIES:**

- Maintain First Aide and Nurse supplies
- Print out and distribute class schedules
- Enter attendance by period in student database and send SARB letters to truant students
- Coordinate independent study with student/parent/teacher, including updating attendance and collecting contract
- Home and Hospital instruction – update attendance, collect logs, verify time-sheets
- 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.
- Acts as secretary to a middle school principal and other school administrators; performing a wide variety of complex and responsible secretarial duties as well as relieving the school principal of routine administrative functions.
- Distributes materials and information to teachers, students, and other staff members and ensures timely responses.
- Follows district policies and procedures.
- Perform attendance clerk-related functions
- Obtains and gives out information concerning the operation and activities of the school requiring detailed and accurate knowledge of programs, policies, and procedures.
- Operates a variety of office equipment, including a computer, calculator, and copier.
- Participates in district in-service training as required.
- Prepares or oversees preparation of records and reports related to payroll for school employees including timesheets, personnel transactions, attendance reports, etc. and sends to payroll and/or human resources in a timely manner.
- Prepares or oversees the preparation of rosters, letters, monthly attendance sheets, schedules, accident/incident reports, workers compensation paperwork, web calendar and enrollment documents.
- Receives, relays, and appropriately disposes of information and material of a sensitive and confidential nature.
- Requisitions or oversees the requisitioning of supplies.
- Fieldtrips – Assists teachers with fieldtrips including collecting money, requisitions, permission slips, etc.
- May serve on school site committees

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Correct English usage, spelling, grammar, punctuation, and math.
- District records, reports and procedures relating to enrollment, attendance, registration, student records, time reporting, personnel, and data processing.
- Financial record keeping methods and practices.
- Numerical, alphabetical and subject matter filing systems.
- Organization and operation of a public school district administrative office, and public and staff relations.
- Principles of proper letter composition, correspondence, and report writing.
- Safety rules and regulations for this position.
- Knows and understands the Strategic Plan of the District.

##### **ABILITY TO:**

- Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
- Be a productive and active team member.
- Communicate effectively and tactfully in both oral and written form.
- Establish and maintain a variety of record keeping, reference, and data collection systems.
- Establish and maintain effective rapport with students, parents, and community members.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations.
- Learn new procedures rapidly.
- Maintain a pleasant appearance and demeanor.

- Operate a variety of office equipment such as calculator, transcriber, copy machine, computer terminal, printer, etc. with speed and accuracy.
- Perform a variety of complex secretarial and technical work using independent judgment requiring accuracy and speed.
- Perform assigned work with frequent interruptions but without continuous supervision.
- Perform mathematical calculations with speed and accuracy.
- Prioritize and coordinate workflow and timeliness for self and others.
- Provide guidance and leadership to classified office staff.
- Read, understand and explain technical policies and materials.
- Type accurately at a rate of 40 words per minute and ability to use a ten-key calculator or keyboard.
- Use computer and related software programs.
- Prioritize and multi-task in an efficient manner.
- Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
- Work successfully with diverse groups of people

#### **EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:**

- A work history demonstrating reliability and good attendance.
- Education equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs.
- Two years of responsible and varied secretarial and clerical experience.
- Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.
- Maintain CPR and First Aid certification

#### **WORKING CONDITIONS ENVIRONMENT:**

- Indoor and outdoor work environment.
- Moderate stress work environment

#### **PHYSICAL DEMANDS:**

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to twenty (20) pounds frequently and thirty (30) pounds occasionally.
- Able to push and pull objects weighing up to thirty (30) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

Board Adopted: \_\_\_\_\_