



**CENTRAL UNION SCHOOL DISTRICT**  
**School Secretary**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTION**

With minimal direction, assists the school principal or assistant principal by performing a wide variety of responsible secretarial work.

**DIRECTLY RESPONSIBLE TO**

School Principal

**IMMEDIATE SUBORDINATES**

School Clerks

**DUTIES AND RESPONSIBILITIES**

Manages efficient operation of school office; composes and prepares a variety of correspondence, memoranda, reports, and other written materials from written directions, dictation, rough draft, copy or notes; maintains correspondence, confidential employee and student files/records, including attendance records; prepares and/or reviews a variety of data for completion, accuracy and conformance within established procedures, timelines and accountability deadlines; registers, releases, transfers and readmits students; arranges and maintains schedules, appointments and meetings for and with school administrators; screens visitors and callers on routine matters in the office and over the telephone; answers inquiries which may eliminate the callers need for direct contact with the administrator or refers persons to another source of information; confers with parents regarding pupils' absences and other matters of student welfare; maintains a high degree of confidentiality in work of a sensitive nature concerning students, classified and certificated personnel; maintains complex financial and office records including budget monitoring for outdoor education and student body books, paying bills, reconciling bank statements, and preparing reports associated with these duties; prepares requisitions and receives all office supplies and equipment; oversees student attendance procedures and reports; oversees cafeteria cash procedures and reports; maintains office supplies and inventory; assists in coordinating school and community activities; prepares absence verifications and maintains daily time sheets and substitute logs for all staff members, obtains signatures and sends to the district office monthly for payroll; administers standard first aid and dispenses medications as needed; performs other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Office methods, practices and filing systems; receptionist and telephone techniques and proper public relations; letter and report writing, including proper English usage, grammar, spelling, and punctuation; operation of standard business machines and computers with skill, knowledge, and accuracy; bookkeeping skills involving accounts payable and accounts receivable.

**Ability to:**

Perform a wide variety of responsibilities, with accuracy and speed; learn specific school district and school rules, laws and policies quickly and apply them with good judgement in a variety of procedural situations; make mathematical calculations quickly and accurately; compile and

maintain accurate and complete records and reports; understand and carry out complex oral and written directions and instructions; greet and handle the public tactfully and courteously; maintain confidential information; establish and maintain cooperative relationships with school site and district administrators, district office personnel, staff, parents, and students.

Education and Experience:

Completion of the twelfth grade; supplementary college or business college level secretarial and computer classes; four years of responsible secretarial experience with two years of clerical experience in a school environment preferable.

Requirements:

A current Red Cross First Aid/CPR Certificate must be held. (Applicant will have six (6) months to obtain certificate at the district's expense.)

Physical Abilities:

Sufficient vision to read and inspect financial or statistical records; dexterity of hands and fingers to operate a computer and office equipment; sitting or standing for extended periods of time; kneeling and bending; reaching to retrieve and maintain files; hearing and speaking to exchange information in person and on the telephone; ability to lift at least 25 pounds.

WORKING ENVIRONMENT

Office environment; subject to constant interruptions and noise; subject to exposure to various illnesses and bodily fluids. (School nurse will provide guidelines for handling these situations).

SALARY AND WORK INFORMATION

Classified Salary Schedule: School Secretary

Work Year: 194 Days, ten (10) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.