

St Helena Unified School District

Position Description

Position: Secretary – Academic Services	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to/Evaluated by:	Salary Grade: 114

Summary

Performs regular, recurring, yet complex secretarial and administrative support duties, including but not limited to reception, transcription of documents in established formats, maintenance of document filing and retrieval systems, private student records, and basic record keeping. Performs administrative support to an academic learning or team director, or the equivalent in scope of responsibility.

Distinguishing Career Features

Secretary – Academic Services represents the second career path for secretarial and administrative support at a school site. The Secretary performs secretarial duties requiring procedural knowledge of school site operations, secretarial skill, and the ability to work with student records, attendance, and grade reporting. The Secretary is typically the senior secretarial and clerical support to an academic specialist, or the equivalent in scope of responsibility. Advancement to Senior Secretary – Academic Services requires senior-level secretarial skills, advanced knowledge of school site operations, categorical programs and pupil services, and the ability to serve a District-level position or equivalent leadership position that is integrating a related, yet unique sub-functions and teams. Advancement to School Office Team Leader is based on need, compliance with the qualifications of the position, and the ability to lead a team of site-based support staff.

Essential Duties and Responsibilities

- Plans, schedules, and performs a variety of secretarial and clerical work related to the academic, student activity, or other assigned cluster/work team.
- Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, and administrators. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Provides information to visitors and/or other interested parties, and provides routine external liaison in one or more of a range of contexts.
- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times.
- Establishes and maintains filing systems on a variety of subject matters. Compiles information from various sources to produce or assist with internal and external reports. Prepares and types a variety of forms.

- Accesses and enters information to student and administrative databases. May maintain specialized databases relevant to area of assignment.
- Works with students, enrolling in special programs, testing, coordinating special events etc. May administer, score, and file test results.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others. Prepares informational packets for others to use in presentations and meetings.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions and documents with minimum direction. Reviews forms and materials for completeness, accuracy and conformance with established requirements.
- Prepares and processes purchase orders, invoices. Follows-up on approved purchases for delivery status, costs, and in the case of project-oriented services, work in progress and outstanding balances.
- Responds to requests for information of a specialized or private nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Administers, scores, and files tests as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education. Requires business mathematics skills to compute sums and basic statistics. Must be skilled in using and troubleshooting various standard office machines. Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional, esthetic correspondence. Requires sufficient human relations skills to present a positive image of the School, convey technical information to others, and use patience in dealing with a diverse population.

▪ Abilities

Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District, site, and department organization, operations, programs, functions and special department terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy. Requires the ability to use a personal computer to produce correspondence, promotional materials, layouts, and

conduct research. Requires the ability to maintain confidentiality of private and sensitive information.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

- **Education and Experience**

The position typically requires a high school diploma and college-level coursework in a general business discipline, or equivalent, and three years of progressive experience providing administrative support in a school setting. Additional higher education may substitute for some experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.