

**PRINCIPAL'S SECRETARY - ELEMENTARY SCHOOL AND
ALTERNATIVE CENTER**

BASIC PURPOSE OF THE JOB CLASSIFICATION

To assist an Elementary School or Alternative Center Administrator by participating in the planning, organizing, monitoring of the support activities of the school; to perform a variety of responsible clerical/secretarial and administrative support services related to the specific operations and programs of an Elementary School; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive limited supervision within a broad framework of policies and procedures. Assignments require knowledge of school site or alternative center operations and administrative procedures. Performance of these responsibilities requires initiative, organizational skills, problem-solving skills, attention to details, discretion, good communication skills, and sound judgment. Some positions in this class may direct and coordinate the work of others.

REPORTS TO

Elementary School Principal or Alternative Center Administrator

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following information is descriptive and is not restrictive as to duties required.)

- Serves as secretary for an assigned Elementary School or Alternative Center Administrator, performing a wide variety of responsible secretarial and office support assignments and relieving the school administrator of routine administrative functions not requiring his/her immediate attention.
- Types a variety of materials, such as reports, interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.
- Interviews office visitors/telephone callers, answering questions related to school courses, activities, or programs, referring persons to appropriate sources of information.
- Assists parents, faculty, general public, and students with questions, concerns, and/or problems.
- Distributes material and information to teachers and other staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

- Directs and monitors the completion of special projects, assignments, and activities, as assigned.
- Gathers and organizes data for financial and budgetary purposes, performing necessary arithmetic calculations, verifying proper authorization for expenditures, processing payments, assisting with budget requests, and preparing reports.
- Coordinates and prioritizes work flow through the office, providing work direction to clerical staff, aides, and volunteers.
- Assists with utilization of school facilities, arranging and coordinating school and community activities by maintaining a calendar of events, dates, and schedules.
- Maintains a variety of computerized data collection systems and other records/filing systems, including attendance, enrollment, health, student cumulative information, and registration data, as well as confidential files.

- May maintain an appointment calendar for an assigned Principal or Administrator.
- Processes forms, applications, documents, records, and other paperwork.
- May arrange for substitutes for certificated and/or classified absences, providing necessary information and maintaining records.
- Arranges and schedules a variety of meetings, testing sessions, etc., notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.
- Receives and resolves concerns and complaints, using knowledge of school and/or alternative center policies, procedures, rules, and requirements.
- Maintains personnel files for certificated/classified staff, including performance evaluations, time sheets, absence sheets, substitute time sheets, and absence records.
- Receives and screens ill or injured students or staff, determining the nature of illness and/or injuries and providing basic first aid treatment or referring them to a nurse, doctor, parent, or others, as required by established District policies and procedures.
- Orders supplies, forms, and materials, maintaining an inventory and processing purchase requisitions as needed.

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TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; uses office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; regular contact with staff, students, and parents.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
- School procedures and functions.
- Financial and account record keeping, including general bookkeeping principles and procedures.

Ability to:

- Learn the operations, procedures, policies, requirements and legal procedures of an Elementary School and apply them with good judgment in a variety of situations.
- Independently perform work assignments requiring considerable judgment and initiative.
- Interpret a variety of rules and regulations and apply them to specific cases.
- Gather, organize, and compile data and prepare reports.
- Prepare and maintain a variety of financial and statistical records and reports.
- Perform a variety of office support work.
- Establish and maintain filing and record keeping systems, including a computer data base.
- Maintain the confidentiality and security of sensitive information and files.
- Make arithmetic calculations quickly and accurately.

- Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
- Operate a variety of standard office machines and equipment.
- Effectively communicate both orally and in writing.

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DESIRABLE QUALIFICATIONS (Continued)

Ability to: (Continued)

- Establish and maintain cooperative working relationships.
- Type at a minimum rate of 60 words per minute from clear, legible copy.
- Perform minor First Aid in compliance with established District policies.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of previous experience in administrative and office support work.

Special Requirements:

Some positions may require the following:

- Ability to obtain a First Aid Certificate.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**