

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: Principal’s Secretary – Intermediate & High School

SALARY PLACEMENT: Classified Salary Schedule
California School Employees Association

SUMMARY:

To assist a High School or Intermediate School Principal by participating in the planning, organizing, and 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 a High School or Intermediate School and to do related work as required.

SUPERVISOR:

This position reports directly to the High School or Intermediate School Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

- Serves as secretary for an assigned High School or Intermediate School Principal, 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, the general public, and students with questions, concerns, and/or problems.
- Distributes material and information to teachers and other staff.
- 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.
- 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 policies, procedures, rules, and requirements.
- Maintains school’ personnel files for certificated/classified staff, including performance evaluations, time sheets, absence sheets, substitutes 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.

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 Intermediate or High 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.
- Establish and maintain cooperative working relationships.
- Type at a minimum rate of 40 words per minute from clear, legible copy.
- Perform minor First Aid in compliance with established District policies.

EDUCATION:

High school diploma or equivalent.

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: Four (4) 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.

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

PHYSICAL REQUIREMENTS:

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 regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

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.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

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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.