

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: School Secretary I**

**DEFINITION:** Under the general direction of the site administrator, performs clerical and receptionist duties, assists the administrator in implementing the District and school's goals, and maintains good public relations with parents, students, staff, and the community.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Performs a full range of secretarial duties which include: independently answering routine correspondence, typing/preparing and distributing correspondence and necessary materials, maintaining principal's calendar, scheduling meetings and conferences, handling mail, and maintaining current files and records
- Registers new students, requests and sends cumulative records, and processes student transfers
- Researches and discusses absences or other student welfare matters with students and parents/guardians
- Performs a full range of receptionist duties including: answering the phone, dispensing school information to parents and the general public, receiving and referring messages for the principal and teachers and assisting with student and needs
- Manages school secretary workload and works independently
- Maintains a current, correct file of staff absences
- Compiles necessary school reports
- Takes notes
- Provides simple first aid to students as necessary
- Operates computers, using relevant software, and other business office machines
- Issues school keys and maintains an accurate record
- Orients teacher substitutes to his/her assignments
- Performs other school related work, as required

### **REQUIRED QUALIFICATIONS**

The requirements listed below represent knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

- Correct English usage, grammar, spelling, punctuation and vocabulary
- School and district rules, regulations, and policies
- Community at-large
- Word processing and computer skills

**ABILITY TO:**

- Communicate both verbally and in writing
- Demonstrate typing/keyboard skill: 50 wpm, with accuracy
- Take and follow directions
- Compile and maintain accurate records and reports
- Relate positively to students, staff, and the public
- Maintain cooperative relationships with those contacted in the course of your duties
- Solve problems independently, without supervision, exercise considerable judgement on complex, confidential and controversial issues; analyze situations and adopt a course of action
- Organize multiple projects and priorities, as well as keep an organized work area
- Maintain the confidentiality of school and student related information

**EXPERIENCE:**

- Two years working experience in secretarial, clerical work

**EDUCATION:**

- High School diploma or equivalent
- Red Cross first aid/CPR certificate aid course within three months after employment

**DESIRABLE QUALIFICATIONS**

- Experience working in an education setting
- Business office experience
- Ability to communicate in Spanish

**PHYSICAL DEMANDS:**

Sitting: 60%    Standing: 20%    Walking: 20%

Body Movement (Frequency)

None (0)    Limited (1)    Occasional (2)    Frequent(3)    Very Frequent(4)

Lifting (lbs.): up to 25

Lifting: 2    Bending: 2    Pushing and/or Pulling Supplies, Materials, Equipment: 3

Reaching Overhead: 2    Kneeling or Squatting: 2

First Reading: 10/27/92

Second Reading: 12/9/94

Revised: 6/16/09

Revised by Classification Study Committee: May  
2, 2017

Approved: 7/17/2018