

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Secretary IV – Educational Services

DEFINITION: Under the supervision of an administrator, performs a variety of highly complex and responsible administrative, secretarial, and clerical duties necessary for the operation of the department with minimal supervision. Coordinates the testing of all students as required by State and District mandate (i.e., ELPAC, CAHSEE, SBAC, and Physical Fitness). Coordinates and provides training and test-related data to site and District administrators as needed. Manages the administrative office functions and provides administrative support to a variety of high level administrators. May provide indirect supervision to clerical positions in lower classifications.

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.

- Assists the administrator in the performance of administrative responsibilities
- Provides a positive, pleasant, supportive reception to the public
- Analyzes and draws conclusions on procedural matters pertaining to the smooth functioning of the school or department, without immediate supervision
- Compiles and maintains all records, databases and information necessary for records management and reporting
- Prepares and submits all necessary reports as appropriate for local, state and federal requirements
- Assists the staff in applying programmatic policies, laws, rules, and regulations.
- Establishes and maintains effective working relationships with administrators, staff and the public
- Prepares, records and reports related to student enrollment, testing, CBEDS; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed
- Prepares all necessary letters and reports for Interdistrict Transfers. Annual letter to families, maintains spreadsheet
- Manages data submissions to CDE, which will include procedures for collecting data from school sites, training, data verification and quality control and meeting strict deadlines
- Provides support for District Discipline Conferences ie. letters, contact with families, maintains excel spreadsheet, prepares file for board of trustees
- Updates WUSD's website
- Serves as liaison for the administrator in dealing with district employees and community members
- Inputs and retrieves information using a personal computer or computer terminal

- Examines documents, records, and forms for accuracy, completeness, and conformance with applicable rules and regulations
- Prepares agendas and other materials for District level meetings
- Prepares letters, reports, and memoranda from oral dictation and/or written materials
- Maintains and monitors the budget of the department and department programs
- Composes correspondence on matters not requiring the administrator's personal attention
- Maintains sensitive and general files as well as correspondence and other information
- Prepares the agendas and sets up meetings for the administrator; may attend meetings to take minutes and prepare minutes/summaries
- Interprets and explains policies and proceedings of the department to the general public and staff
- Orders materials and supplies for the department
- Answers telephones, screens call and visitors
- Makes appointments and maintains administrator's appointment calendar
- Receives and routes the administrator's mail; independently composes routine correspondence for administration for approval and signature
- Gathers data from numerous sources and compiles informational and statistical reports
- Independently develops, edits, and distributes newsletters and staff correspondence
- Performs other related work as required
- Coordinates and develops testing calendar
- Coordinates with site test coordinators and site personnel timelines for testing schedules and make-up schedules
- Receives, inspects, counts, numbers and distributes testing materials; packages tests and manuals and prepares directives for staff for each testing coordinator
- Coordinates the processing and scanning of tests; assures tests are prepared for processing and assure required information is complete and accurate; obtain and complete missing information
- Inspects testing material and maintains the security of testing materials, related data, and confidential student information
- Attends workshops and web classes to keep current with compliance and regulation issues mandating testing
- Facilitates appropriate approval of forms/materials as necessary to meet State requirements for testing
- Provides training and direction for site administrators for State mandated tests
- Mails tests to scoring companies and verifies receipt of test results

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Computers and basic computer programs
- An understanding of data verification and clean-up procedures
- Computerized data collection
- State and Federal Laws as they pertain to mandated testing
- Practices, methods and terminology used in test administration
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Modern office methods, equipment, and procedures
- Operations, procedures, specific rules, and priorities of the department
- Interpersonal skills, including tact, patience, and courtesy

ABILITY TO:

- Work with a high degree of independence and perform difficult and responsible secretarial and clerical work with speed and accuracy; analyze situations and make decisions in procedural matters without immediate supervision
- Understand and implement complex oral and written instructions
- Effectively communicate orally, in person, on the telephone, and in writing
- Operate office equipment and computer with skill and efficiency
- Type accurately at 55 words per minute
- Relate positively to students, staff, and the public
- Maintain confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work
- Review and verify input and output data to assure accuracy and efficiency
- Compile and verify data and prepare reports
- Plan, organize, schedule and perform technical duties in support of the District's student testing program. Assure that tests are scheduled, conducted, scored, and recorded within the time lines
- Learn and interpret rules and regulations related to testing programs
- Gather and extract queries to generate reports

REQUIRED EXPERIENCE AND EDUCATION

EXPERIENCE:

- Three years of responsible secretarial, technical, and clerical experience, preferably in a school or school district office

EDUCATION:

- High School diploma or equivalent, including or supplemented by specialized training in computer use and office management

DESIRABLE QUALIFICATIONS

- Direct experience in a school district office

- Training in the technology of computers and data management
- Understanding of school district organization, policies and procedures
- Ability to communicate in Spanish

First Reading: June 5, 2007

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