

JUNCTION ELEMENTARY SCHOOL DISTRICT

School Secretary 211 Day Calendar

Brief Description of Position

Under the supervision of the Site Principal, to perform any of a variety of regular clerical record keeping, record checking, filing, and typing duties which follow particular routines; to conduct or answer questions from parents, students, or public on a variety of matters; and to do other work as required.

Duties and Responsibilities

1. Greets all visitors in a friendly, courteous, and professional manner, determines their needs, checks availability and directs them to the appropriate person/department.
2. Enrolls new students; sends and receives cum records.
3. Performs general clerical tasks that may involve scheduling meetings.
4. Answers telephones and takes messages in a professional manner and provides information as needed.
5. Assembles, proofreads, and reviews a variety of data for completion including the district newsletter. Prepares and emails the daily bulletin to all staff
6. Prepares daily attendance reports and monthly summaries.
7. Daily work in Aeries including but not limited to enrolling/dis-enrolling students, attendance updating, monthly attendance reports, creating master schedules, end of year and beginning of the year procedures, & free & reduced lunch entry.
8. Assists in school-site technology support for instructional/non-instructional staff.
9. Copies materials and prepares mailing lists.
10. Maintain records on student tardiness and provide late students with an admit to class.
11. Operates and maintains a variety of standard office machines, including computers.
12. May administer minor first aid to pupils.
13. May prepare materials for workshops and special events.
14. Gives receipts for all money accepted.
15. May process student report card data.
16. Prepares Awards and Certificates for school-wide assemblies.
17. Coordinates with 8th grade teachers for graduation activities.
18. Sorts and distributes district mail.
19. Serves as Foster Youth/Homeless Liaison.
20. Acquires SSID numbers for new students, and enrolls and withdraws students from Cal PADS as necessary.
21. Receives complaints, supplies information, and makes appropriate tech referrals.
22. Performs other duties as reasonably related to this position and as are assigned by the Principal.
23. Prepares SARB packets and schedules the meetings
24. Works with Special Ed Coordinator to keep timeline for 504 and IEP meetings
25. Accesses SEIS to support Special Ed Coordinator to adhere to meeting deadlines

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Qualifications

1. High school diploma or equivalent.
2. Completion of appropriate college course work desired.
3. Three years of broad, varied and increasingly responsible experience in the clerical and secretarial work preferably in the field of public education.
4. Valid First Aid Certificate
5. Mechanical skills – accurate typing at not less than 45 wpm, as evidenced by appropriate typing certificate (issued within past 6 months); knowledge of correct English usage, spelling, grammar, punctuation, and composition; modern school office practices, methods, and procedures; standard school filing and recording systems; standard office machines.
6. Ability to:
 - Perform a variety of basic clerical work involving use of independent judgment and requiring accuracy and speed.
 - Operate standard office equipment, including Work computer software.
 - Make basic mathematical calculations with accuracy and speed.
 - Post, check records, file and alphabetize rapidly and accurately.
 - Receive and give information over the telephone or in person in a courteous and professional manner.
 - Work efficiently under pressure with frequent interruptions.
 - Understand and carry out oral and written instructions.
 - Maintain cooperative working relationships with staff and public
 - Communicate effectively with students, staff, and the general public.
 - Read, understand, and explain standard district policies.
 - Accurately complete daily school attendance accounting reports and monthly attendance accounting summaries, categorical program forms and reports.

Physical Demands

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 sit; stand; walk; use hands to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to climb or balance; stoop; kneel; or crouch. The employee frequently reaches with hands and arms.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, and extreme heat. The noise level in the work environment is usually moderate.

ADOPTED: 10/16/19

Revised: 09/14/21