



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** School Site Secretary

**Reports to:** Site Principal

**Work Year:** 11 months, full time and part time positions

**Salary Range:** 8

**Definition:** Under general supervision of the principal, to coordinate administrative support for the school which may include fiscal, attendance, clerical and public relations duties on behalf to the school.

**Representative duties:**

- Make independent decisions and interpret policies with some degree of initiative
- Constant contact with parents, teachers, and students under varied conditions are characteristic of this position.
- Serves as confidential secretary to the principal
- Maintains school and site principal calendars
- Has primary responsibility for overall operation of school office
- Files records and reports
- Prepares requisitions, receives, inspects, stores, records, checks, inventories, and issues supplies and instructional materials
- Responsible for ordering and maintain instructional and school materials and supplies
- Screens and answers requests for information, requiring a knowledge of general school objectives and policies
- Independently answers routine correspondence not requiring the Principal's attention
- Registers new students and processes record files, legal data forms, emergency file cards and attendance records for same
- Assists in the preparation of student health and test score records
- Tracks staff attendance forms and forwards to payroll department
- Receives, records and prepares school funds for banking, maintains school financial accounts
- Compiles student attendance records and regular reports of attendance for the District Office
- Communicates and confers with parents regarding student absences and other matters of student welfare
- Schedules the use of school facilities and coordinate field trips and transportation
- Administers medication and first aid to pupils and keeps record of same
- Provides assistance to staff and volunteers on the use of office equipment
- Operates standard office equipment, including computers and related programs
- May train or supervise student assistants
- Other related duties as assigned



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

### **Ability to:**

- to follow oral and written instruction
- to establish and maintain cooperative relationships using tact, patience and courtesy with students and adults
- to work at a variety of tasks with interruptions
- to work independently
- to meet schedules and time lines
- to multi-task
- to perform mathematical calculations with speed and accuracy

### **Knowledge**

- of rules and regulations related to assigned school,
- basic budgeting
- financial and statistical record keeping
- general clerical principles, practices, and office procedures
- effective oral and written communication
- correct English usage, spelling, grammar and punctuation

### **Skills**

- administer medication and first aid
- care and maintenance of standard office equipment
- computer skills in a variety of computer programs
- type at a minimum of 50 wpm on a computer keyboard

### **Education:**

Graduation from high school or equivalent, supplemented by one year of computer related coursework or training that includes word processing, spreadsheet and database applications.

**Experience:** Two years of clerical experience, preferably in a school office or an equivalent combination of training or experience.

**Physical Requirements:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers; occasionally required to handle, feel or operate objects, reach with hands and arms, stoop, kneel, crouch; must occasionally lift and or move up to 25 pounds; specific vision abilities required by this job include close vision and the ability to adjust focus.