

Maxwell Unified School District  
515 Oak Street  
Maxwell, Ca. 95955  
530-438-2291  
FAX 530-439-2693

## JOB DESCRIPTION – SCHOOL SECRETARY

### **DEFINITION:**

This employee is under the direct supervision of site administrator. The secretary is required to perform a wide variety of clerical and secretarial work including, but not limited to, keeping student attendance records, making S.A.R.B. reports, The secretary is also responsible for initial community contact, scheduling of appointments for the site principal, answering questions from both the general public and other district personnel.

### **DUTIES:**

- Takes, gives, and refers messages from and to the public, both over the counter and by telephone.
- Answers correspondence when directed by the Principal;
- Obtains daily attendance reports from classroom teachers and process attendance into the computerized student management system.
- Maintains student cum folders.
- Maintains payroll records for employees including employee absence reports, collection of timesheets for extra pay, collects substitute teacher time cards, and distributes payroll (all pay is processed at the District Office).
- Coordinates office and teacher supplies.
- Is responsible for registering new students and requesting student cum folders.
- Types from oral direction, rough draft, copy, or notes and give clerical assistance to teachers on work requiring typing and use of office machines, such as copier and duplicators.
- Telephones and confers with parents and appropriate outside agencies regarding matters of student welfare and attendance and arranges appointments for parents and students with school personnel or proper authorities.
- Handles emergency situations as they arise.
- May direct a student assigned to the school.
- Maintains student body financial accounts, reconciles accounts, closes out books and end of year. (Elementary School site only)
- Is responsible for obtaining substitute teachers for the school staff.
- Is responsible for school report cards, progress reports and transcripts.
- Gathers student assessment data for testing.
- Maintains instructional aide schedules.
- Is responsible for preparation of the student handbook.
- Checks immunization records and files yearly reports.

- Is responsible for student recognition programs and certificates.
- Types eligibility list for athletics each quarter, checks athletic participants for proof of insurance before participating on an athletic team.
- Orders Honor Roll and Merit Roll Certificates and maintains the supply needed.
- Oversees end of the year awards.
- Assists the principal with student body elections and the coordination of student body activities. (Elementary School site only)
- Assists the kindergarten teacher of kindergarten registration day.
- Keeps a record of yard duty pink or referral slips.
- This position may be responsible for coverage of the girl's locker room at the beginning and end of each P.E. class period. (High School only)
- May maintain media and library services.
- May inventory, order, stock, and restock all library books and clean books and shelves as necessary.
- Responsibilities also include providing support to the counselor in a variety of areas. (High School only)
- Knowledge of the following areas: student testing, scheduling, class changes, graduation requirements, scholarships, test preparation, and college preparation (High School only)
- Required to perform other duties as assigned by site and district administrators.

### **REQUIRED QUALIFICATIONS:**

- Must be a high school graduate.
- Knowledge of modern office procedures, practices and methods.
- Be able to use correct business English, spelling, grammar, punctuation and sentence structure.
- Ability to use common office machines such as xerox, dittos, calculator, typewriter and computer. Employee must be willing to take training to use computerized student management software.
- Must be able to type 45 words per minute from clear copy.
- Skill to make arithmetical calculations quickly and accurately.
- Must be able to compile and maintain accurate and complete records and make accurate reports.
- Must have a knowledge of standard first aid guidelines in order to perform minor first aid.
- Must be able to carry out written and oral directions.
- Must be able to maintain and establish cooperative-working relationships with those contacted in the course of their work.

**PHYSICAL DEMANDS:**

The work is primarily sedentary, requiring some walking and standing. Bending and light lifting activities occur on a regular basis. No special physical demands are necessary to successfully perform the work.

**WORK ENVIRONMENT:**

Work is typically performed in an adequately lit and climate controlled office. Duties may occasionally require work in another environment, such as a snack bar or cafeteria.

Board Approved: 8/15