

**Central Valley School District
Job Description #827**

TITLE Elementary Head Secretary

GENERAL SUMMARY

S/He assists the Principal in coordinating the management and other secretarial functions of the school office.

ESSENTIAL JOB FUNCTIONS

1. Respond to the public in a cordial, courteous manner; answer telephone; relay messages; schedule appointments; coordinate operation of the school office.
2. Type accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data, evaluations, etc.
3. Compose standard letters, memoranda or reports independently or with little instruction in an accurate manner.
4. Prepare varied reports and records, including bid lists, inventories and enrollment reports.
5. Maintain bookkeeping on ASB accounts, balance budget accounts to the monthly printout from data processing.
6. Prepare and manage all functions of the district budget process as it pertains to the building.
7. Maintain and revise files and student records, as necessary.
8. Compile necessary forms for monthly payroll requirements for regular and substitute staff.
9. Administer first aid and dispense medication as per district policy.
10. Maintain a supply of school and district forms.
11. Register voters.
12. Maintain Student Information System and generate data processing reports, printouts, etc.
13. Perform all duties re: scheduling and maintenance of the "Use of Facilities" calendar.
14. Act as attendance clerk in posting absences and call students' homes to check on absences.
15. Be responsible for lunch count.
16. Manage/operate equipment such as typewriters, calculators, copiers, computers, dictating equipment, etc.
17. Be responsible for ordering and checking in of supplies.
18. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
19. Route mail; distribute all inter-district communications; act as distribution center for various outside organizations.
20. Job duties may include treating students with diabetes or catheterization.
21. Perform related duties as required by the principal/designee.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the school principal.

MENTAL DEMANDS

Experiences frequent interruptions; required to deal with distraught or difficult parents and students; required to adapt to shifting priorities and to frequently rechannel work efforts; requires concentration and attention to detail.

PHYSICAL DEMANDS

Exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; potentially exposed to ordinary infectious diseases carried by students.

QUALIFICATIONS:

1. Type 55 wpm with accuracy.
2. Demonstrated skill in use of standard district hardware and software including Word and Excel.
3. Knowledge of office machines, i.e. copier, calculator, computer, laminator, etc.
4. Basic knowledge of bookkeeping and excellent filing skills.
5. Good organizational and communication skills.
6. Ability to work well independently.
7. Excellent public relations skills.
8. A first aid card must be obtained within the first 60 days of employment.

UNIT AFFILIATION

Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 2/88

Revised 6/95

Revised 03/09

