

**Central Valley School District
Job Description #831**

TITLE Senior High School Head Secretary

GENERAL SUMMARY

The Senior High Head Secretary is directly responsible to the building principal to assure the smooth and efficient operation of the school office. S/He assists the Principal in coordinating the management and other secretarial functions of the school office.

ESSENTIAL JOB FUNCTIONS

1. Respond to the students, staff, parents and the public in a cordial, courteous manner; answer telephone; relay messages; schedule appointments; coordinate operation of the school office.
2. Use computer to prepare accurately and neatly a variety of materials such as letters, memoranda, bulletins, newsletters, requisitions, claims, reports, statistical data, evaluations, etc., with proficiency using desktop publishing, word processing, databases, spreadsheets, mail merge, and electronic calendar.
3. Prepare purchase requisitions and coordinate travel requests, making sure all arrangements have been taken care of.
4. Prepare varied reports and records, including bid lists, inventories and enrollment reports.
5. Compile necessary forms for monthly payroll requirements for regular and substitute staff.
6. Route mail; distribute all inter-district communications; act as distribution center for various outside organizations.
7. Prepare and manage all functions of the district budget process as it pertains to the building - including budget spreadsheets, balancing, adjustments, transfers.
8. Send graduate transcripts upon request.
9. Order senior diplomas, prepare list of names for diplomas and do any other graduation word processing and desktop publishing as required by the principal.
10. Supervise student office help.
11. Assist with scheduling and maintenance of the "Use of Facilities" and school activities calendar as requested.
12. Manage/operate equipment such as typewriters, calculators, copiers, computers, dictating equipment, etc.
13. Administer first aid and dispense medication as per district policy.
14. Maintain a supply of school and district forms.
15. Responsible for ordering, stocking, and checking in of supplies and district forms
16. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions. Model positive ethical behavior setting a good example for students and staff.
17. Job duties may include treating students with diabetes or catheterization.
18. 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 experience and knowledge of desktop publishing, spreadsheets, databases, mail merge, and electronic calendar using Microsoft Word and Excel amongst other programs.
3. Demonstrated successful office bookkeeping experience or two years District budget experience required with demonstrated ability to operate a ten-key calculator by touch.
4. Good organizational and communication skills.
5. Ability to manage and complete projects independently.
6. Excellent public relations and interpersonal skills.
7. 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

From posting dated 12/00
Revised 03/09