

Enterprise School District
Redding, California

JOB DESCRIPTION

SCHOOL SECRETARY

Definition

Under the supervision of the school administrator(s), performs a wide variety of secretarial and clerical duties some of which are complex and above-average difficulty. Assists in the preparation of reports; assists the principal by relieving him/her of clerical details; performs other duties which relate to above.

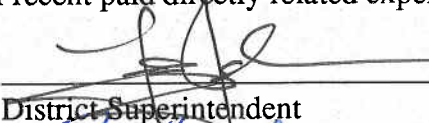
(Positions in this class are characterized by the relatively small amount of supervision required. The school secretary, is not, however, required to take any actions requiring the application of professional education or making of policy decision). Frequent contacts with parents, teachers, and students are characteristic of the position.

Duties


Types correspondence, reports, statistical data; prepares correspondence independently; keeps parents informed through calendars, bulletins, School Report Card, and other regular notices; keeps absence and substitute listings, providing weekly master listing reports; maintains files; processes Lunch Benefit forms; provides weekly enrollment report; keeps Revolving Cash Fund and reimbursement checks for principal's signature; shares receptionist duties for school office; handles new pupil enrollments and transfers where required; maintains school budget on computer; provides budget status reports as needed; codes and processes purchase orders; performs other duties as needed in the school office setting. Directs parent volunteers in the office; directs ill or injured students to the Health Clerk and cares for ill or injured students in absence of the Health Clerk.

Qualifications

Ability to perform highly responsible secretarial work; ability to deal with a wide range of personalities and situations with tact and diplomacy; to compile and maintain accurate records and reports; knowledge of modern office methods, practices, and procedures; knowledge of computer word processing and spreadsheets and other office machines; ability to make arithmetical calculations quickly and accurately; knowledge of school budget procedures; ability to function with minimal supervision; ability to type at a speed of 45 words per minute from clear copy, completion of high school or equivalency and a minimum of one year of recent paid directly related experience.


District Superintendent 3-4-93
Date


CSEA Chapter President 2-8-93
Date


Board Approval (Clerk) 3-3-93
Date

CSEA APPROVED:
BOARD APPROVED: