

Grass Valley School District

POSITION TITLE:	SCHOOL SECRETARY
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, POSITION RANGE A; 11 MONTH EMPLOYEE
REPORTS TO:	SCHOOL SITE PRINCIPAL

SUMMARY:

The role of the School Secretary is to perform a variety of clerical duties pertaining to school office functions; to serve as receptionist by assisting students, parents, and teachers in everyday school functions; to serve as secretary to the school site administrators.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Maintain a professional, positive, and helpful attitude with children, parents, staff members and the general public.
- Perform a wide variety of secretarial, receptionist and general clerical work as required in a school of about 500 students.
- Acts as secretary to the principal and assistant principal with all related duties including scheduling appointments, taking and receiving messages and typing memos, letters, bulletins, requisitions, lists and other correspondence
- Enrolls new students and establishes the initial cum record for each new kindergarten student in accordance with state law and district policy.
- Receive all visitors to school office.
- Type correspondence, reports, notices, bulletins and recommendations.
- Maintain necessary records on students such as attendance etc.
- Maintains all school files and required records including enrollment and health, student attendance, official correspondence, fire drills, inventory records, etc.
- Assist Principal and staff as necessary.
- Maintains all appropriate schedules and forms for an efficient office and school operation such as class lists, school maps, room assignment, bell schedules, etc.
- Duplicate materials as required.
- Maintains the necessary school supplies.
- Is responsible for coordinating with Child Nutrition Services each morning to order lunches.
- Assist in maintaining the student activity fund.
- Receives and counts money from various sources and insures an audit trail according to established procedures.
- Prepare or supervise the preparation of time sheets on classified personnel.
- Assist Principal in obtaining substitute staff members when necessary.
- Operate one or more of the various types of office machines.
- Administers first aid as necessary, do head lice checks, check temperatures as appropriate and contact parents by phone.
- Unpack items received and inspect for accuracy, descriptions, damage or defects.
- Receives, processes and routes incoming U.S. and district mail as appropriate.
- Compile and maintain accurate records and reports as directed.
- File correspondence, invoices, cards or other records in prescribed manner.
- Make suggestions to the principal for improvements in the organization and operation of the office and the school.
- Other duties as may be assigned or reasonably expected of a school secretary.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent.
- Four years of secretarial and clerical experience, and related experience with children or working with the public.

CERTIFICATE REQUIREMENTS

- Valid CA Driver's License
- Typing test of not less than 45 words per minute.
- TB Test (Current within last 4 years)

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KNOWLEDGE AND/OR SKILLS AND ABILITIES

KNOWLEDGE OF:

- Knowledge of computer, word processing, spreadsheets, and email.
- Type at a speed of not less than 45 words per minute.
- Office methods and practices.
- Filing system.
- Receptionist and telephone techniques.
- Correct English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
- Interpersonal skills using tact, patience and courtesy.
- Skill in the operation of office machines.

ABILITY TO:

- Apply common sense understanding to carry out instructions furnished in written and oral form.
- Deal with a variety of clerical duties with constant interruptions from the telephone, students, teachers, parents; and community; analyze situations effectively and determine the proper course of action; maintain a calm, professional attitude and patience.
- Perform duties with awareness of all district requirements and Board of Education policies

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

<u>Endurance</u>	<u>Minutes At One Time</u>						<u>Total Hours In An 8-Hour Day</u>						
	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%		NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Sit													
Stand													
Walk													
Drive													
Keyboarding													
LIFT													
1 - 10 lbs.						X	Bend/Stoop				X		
11 - 20		X					Twist				X		
21 - 35		X					Crouch/Squat				X		
36 - 50		X					Kneel			X			
51 - 75	X						Crawl		X				
76 - 100	X						Walk-Level					X	
CARRY													
1 - 10 lbs.					X		Walk-Uneven		X				
11 - 20		X					Climb Stairs		X				
21 - 35		X					Climb Ladder		X				
36 - 50		X					Reach Shoulder			X			
51 - 75	X						Use Arms						X
76 - 100	X						Use Wrists						X
PUSH													
1 - 10 lbs.			X				Use Hands						X
11 - 20		X					Handling						X
21 - 35		X					Fingering					X	
36 - 50		X					Foot Control				X		
51 - 75		X(1)					ENVIRONMENT						
76 - 100		X(1)					Inside						X
PULL													
1 - 10 lbs.			X				Outside				X		
11 - 20		X					Heat	N	O	R	M	A	L
21 - 35		X					Cold	N	O	R	M	A	L
36 - 50		X					Dusty	N	O	R	M	A	L
51 - 75		X(1)					Noisy	N	O	R	M	A	L
76 - 100		X(1)					Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens and/or bodily fluids													
Mechanical							Burns						
								Radiant					
								Electrical					
									Explosive				
									Other				

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WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee regularly works indoors and will perform a variety of clerical duties with constant interruptions from the telephone, students, teachers and parents.
- The noise level in the work environment is usually moderate.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date