

SECRETARY TO THE ASSISTANT PRINCIPAL

BASIC PURPOSE OF THE JOB CLASSIFICATION

To provide a variety of responsible secretarial/clerical support services for the Assistant Principals and other faculty staff members at the High School; to assist with the day-to-day operations of the Assistant Principals' Office; to compile, maintain, and update disciplinary action records and related reports; to contact students, parents, and teachers regarding disciplinary related matters; and to do related work as required which may include being assigned the arranging, coordinating, and maintaining of calendars and schedules for school activities, athletic and facility use .

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision from the Assistant Principals and work within a framework of District's standard policies and procedures. Performance of these responsibilities requires initiative, organizational skills, accuracy, attention to details, discretion, good communication skills, and sound judgment.

REPORTS TO

Assistant Principal and/or Principal

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following information is descriptive and is not restrictive as to duties required)

1. Serves as secretary for Assistant School Principals, performing a wide variety of responsible secretarial and office support assignments and relieving the school administrators of routine administrative functions not requiring his/her immediate attention.
2. Types a variety of materials, such as reports, interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.
3. Interviews office visitors/telephone callers; answers questions related to school courses, activities, or programs; and refers person(s) to appropriate sources of information.
4. Assists parents, faculty, the general public, and students with questions, concerns, and/or problems.
5. Provides students, parents, teachers, support staff, and District Office personnel with mandated information related to discipline.
6. Maintains and updates all student records involving disciplinary actions taken by an Assistant Principal.
7. Completes District record keeping and notification requirements for Disciplinary Actions, Suspensions, and Expulsions.
8. Supervises students during in-office detentions and time outs.
9. Issues student parking permits and maintains car registry.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

10. Assists with the utilization of school facilities, arranging and coordinating school and community activities by maintaining a calendar of events, dates, and schedules.
11. Assists in Arranging, maintaining and coordinating school athletic events, calendars and schedules.
12. Establishes and maintains a variety of computerized data collection systems and other records/filing systems, assuring confidentiality of designated files.
13. May maintain an appointment calendar for an Assistant Principal.
14. Processes forms, application, documents, records, and other paperwork in support of school functions and programs.
15. Arranges and schedules a variety of meetings, notifying participants, confirming dates and times, reserving meeting sites, and preparing needed materials.
16. Receives and resolves concerns and complaints, using knowledge of school policies, procedures, rules, and requirements.
17. Receives and screens ill or injured students or staff, determining the nature of illness and/or injuries and providing basic first aid treatment or referring them to a nurse, doctor, parent, or others as required by established District policies and procedures.
18. Orders supplies, forms, and materials, maintaining an inventory, and processing purchase requisitions as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; uses office equipment including computers, telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; continuous contact with staff, students, parents, and the public. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an inside environment. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

DESIRABLE QUALIFICATIONS**Knowledge of:**

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business

- correspondence, and telephone techniques.
- 3. School procedures and functions.
- 4. Financial and account record keeping, including general bookkeeping principles and procedures.

Ability to:

- 1. Apply the operations, procedures, policies, requirements and legal procedures of the District/School with good judgment in a variety of situations.
- 2. Perform a variety of secretarial/clerical work with speed and accuracy.
- 3. Prioritize and schedule work.
- 4. Gather, organize, and compile data.
- 5. Prepare and maintain a variety of records and reports.
- 6. Establish and maintain filing and record keeping systems, including a computer data base.
- 7. Maintain the confidentiality and security of sensitive information and files.
- 8. Make arithmetic calculations quickly and accurately.
- 9. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
- 10. Operate a variety of standard office machines and equipment.
- 11. Effectively communicate both orally and in writing.
- 12. Establish and maintain cooperative working relationships.
- 13. Type at a minimum rate of 55 words per minute from clear, legible copy.

Training and Experience:

A desirable combination of training and experience of at least three years in an administrative or school office setting.

Special Requirements:

Ability to obtain a First Aid and CPR Certificate.

ADOPTED: 12/97

REVISED: 03-18-08

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

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 Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**