

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## SECRETARY IV



### **DEFINITION**

To perform a variety of secretarial and clerical functions in support of the school and Principal; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independently and may lead and oversee the work of lower-level staff and or students. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned Principal.

### **DUTIES**

#### **Essential Functions:**

1. Provide secretarial and clerical support to the school and Principal; prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Provide varied and responsible office support services to relieve the principal of clerical details at school.
3. Maintain various school and Principals schedules and calendars, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.
4. Prepare and coordinate flow of site personnel travel requests between site and District Office.
5. Serve as receptionist; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication and make referrals.
6. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
7. Track and monitor student attendance and enrollment; verify students notes and ensure accuracy; prepare and send attendance reports to District office; send enrollment count and employee information to the District Office; track independent study requests.
8. Complete attendance procedures for each class period throughout the day.
9. Prepare for the new school year by coordinating and disseminating student registration procedures.
10. Update and maintain class rosters and schedules; input changes into computer; prepare master class schedule.
11. Assist the Principal with changing classes, making corrections, and resolving conflicts.
12. Process student grades in accordance with established procedures; collect, file and mail academic and attendance progress reports; enter grades into the computer; distribute report cards.

13. Assure that overflow students are transferred to appropriate schools, coordinate flow of interdistrict transfers between parents, site, and district.
14. Maintain a variety of personnel records; monitor site personnel absence reporting; monitor and confirm daily list of absences; complete and reconcile weekly reports for District Office.
15. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
16. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
17. Reserve substitute employees for absent site personnel in accordance with district procedures; check-in substitute employees; provide substitutes with bell schedules and related information; direct and escort new staff to their classrooms; maintain substitute time sheets.
18. Prepare forms and files for new students in special programs; enter data into the computer; file health assessment and related reports in student files.
19. Prepare IEP notices for parents, teachers, and psychologists; mail to appropriate sites.
20. Administer new student registration; review and explain school policies, procedures, rules, and regulations.
21. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
22. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
23. Collect funds for student body accounts (ASB); prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.
24. Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
25. Receive, open, sort, screen, and distribute mail.
26. Prepare payroll and attendance reports for school site personnel.
27. Lead, oversee and review the work of lower-level clerical staff and student assistants.
28. Monitor students with medical or discipline problems in the office at times.
29. Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

English grammar, spelling, and punctuation.  
Business office machines, i.e., fax, phone, copier, printer, etc.  
Basic mathematic principles.  
Modern office practices and procedures, including use of a computer.  
Pertinent federal, state, and local laws, codes, and regulations.  
Basic first aid and CPR techniques.  
Bilingual preferred

### **Ability to:**

Interpret and explain district and school policies and procedures.  
Administer first aid and CPR.  
Compose letters, memoranda, and other written documents.  
Type at a speed necessary for successful job performance.  
Operate office equipment, including a computer.  
Use Microsoft Office Suite proficiently.  
Master new computer-based office software as required.

Maintain reliable, punctual, and regular attendance.  
Work independently in the absence of a supervisor.  
Communicate clearly and concisely both orally and in writing.  
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.  
Focus on details of work content, work steps, and final work products.  
Display honesty, adherence to principals, personal accountability, and confidentiality.  
Present self as a positive representative of the organization.  
Maintain emotional stability and self-control under pressure, challenge, adversity.  
Maintain effective audio-visual discrimination and perception needed for:  
--Making observations  
--Communicating with others  
--Reading and writing  
--Operating assigned equipment  
Maintain mental capacity which allows the capability of:  
--Making sound decisions  
--Demonstrating intellectual capabilities  
    --Oral Comprehension  
--Oral expression  
--Auditory understanding  
--Memorization  
--Written comprehension

**POSITION REQUIREMENTS** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

**Training:**

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office environment

**Physical Conditions:**

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

**JOB PROFILE:**

Annual Contract: 12 months

Classified Salary Schedule: Range 14

Board Approved: October 10, 2023