



JOB DESCRIPTION

JOB TITLE: **Secretary II (Alternative School)**

Position Type: Classified	Department: School
Salary Schedule: Classified	Reports to: Principal
Salary Range: 24	
Term of Employment: 10 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the principal in many areas to facilitate the smooth operation of an alternative secondary school campus. Assists principal of the alternative school by performing a wide variety of office records and communication work relating to all school functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Greets visitors, directs them to appropriate staff, and provides information and customary courtesy.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by telephone or in person.
- Communicates and works with parents, students, and staff in regard to problems that may arise that do not require the attention of the administrator/supervisor.
- Creates and maintains manual and computerized files.
- Opens, separates, prioritizes, and distributes mail according to a prescribed plan.
- Routinely and effectively schedules and communicates job assignments for subordinates and self, as may be required for efficient campus management; i.e., hourly, daily, weekly, monthly, or annually.
- Maintains and coordinates master school calendar of events and activities with various campus, district, and community functions.
- Monitors/supervises students sent to the office or administrator for discipline or for various other needs.
- Maintains campus administrator's appointment calendar.
- Assists with budget preparation for school and keeps accurate records of expenditures and details of business transactions; such as, funds received and disbursed and totals accounts.

- Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.
- Collects and accounts for all monies from various Student Activity and District Revolving funds and files all necessary reports.
- Attends staff meetings; gives and receives information, as required.
- Evaluates subordinates/co-workers to maintain optimum quality work, effecting an efficient, professional office environment, as assigned.
- Maintains accurate class counts.
- Registers students into classes and manages students adds, drops, and transfers.
- Maintains current knowledge of legal requirements for protecting student information.
- Completes annual en-of-year grade verifications as part of teacher check-out.
- Receives and forwards all student record transmittals for accurate and complete student record files, as directed.
- Orders, receives, and distributes supplies.
- Prepares, records, maintains, and distributes appropriate forms; reports and records supplies and other items from a variety of specified sources.
- Reconciles bank statements.
- Dispenses medications (prescription and non-prescription) according to parents/guardians directions as prescribed by a physician.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises one to two employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.

- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Records maintenance experience preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.