



JOB DESCRIPTION

JOB TITLE: Secretary III Aspire

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Reports to: Manager of Aspire and Alternative Learning Initiatives
Salary Range: 26	Location: Innovation Center
Term of Employment: 12 months	Date: August 12, 2025
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the manager and principal in multiple areas to facilitate the smooth operation of the Aspire, grades K-12. Assists the manager and principal by performing a wide variety of office records and communication relating to all district-wide program 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 program management, i.e., hourly, daily, weekly, monthly, or annually.
- Maintains and coordinates the master calendar of events and activities with various programs, district, and community functions.
- Maintains program administrators' appointment calendars.
- Assists with budget preparation for the program and keeps accurate records of expenditures and details of business transactions, such as funds received, disbursed, and total accounts.
- Complete Frontline course set up for Teachers.
- Completes Frontline Attendance and closes out course.
- Attends staff meetings; gives and receives information, as required. Takes meeting minutes.

- Evaluates subordinates/co-workers to maintain optimum quality work, affecting an efficient, professional office environment, as assigned.
- Completes weekly Kronos/UKG edits and track timesheets throughout the week
- Maintains current knowledge of legal requirements for protecting student information.
- Completes annual end-of-year grade verifications as part of teacher checkout.
- 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.
- Reconcile absences in Frontline Absence Management.
- Post vacancies in Winocular and schedule interviews.

MARGINAL DUTIES:

- Other job-related duties as assigned by the supervisor.
- Assist 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 organizations 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:

- Demonstrates strong technological proficiency, including the ability to quickly learn and effectively utilize a variety of district-specific software programs and digital tools.
- 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.
- Ability to operate specific equipment or tools.

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.
- Google systems experience preferred (Docs, Slides, Sheets).
- Proficient in the operation, troubleshooting, and basic maintenance of standard office equipment, including printers, copiers and scanners.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or more 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.