



**JOB DESCRIPTION**

**JOB TITLE: Secretary III (Elementary School)**

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Position Type: <b>Classified</b>     | Department: <b>School</b>           |
| Salary Schedule: <b>Classified</b>   | Reports to: <b>Principal</b>        |
| Salary Range: <b>26</b>              |                                     |
| Term of Employment: <b>10 months</b> | Date: <b>October 19, 2016</b>       |
| Shift: <b>Day</b>                    | Approved by: <b>Human Resources</b> |

**POSITION SUMMARY:**

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

*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.
- Transcribes and types correspondence, reports, minutes, or other recorded narrative from rough draft/dictation, equipment/notes.
- Prepares and/or delegates composition of various reports and communication for all campus functions, as directed.
- Creates and maintains manual and computerized files.
- Routinely and effectively schedules and communicates job assignments for subordinates and self, as required; i.e., hourly, daily, weekly, monthly, or annually for efficient office management.
- Maintains and coordinates master school calendar of events and activities with various campus, district, and community functions.
- Maintains campus administrator's appointment calendar.
- Assists with budget preparation for school and keeps accurate records of expenditures for department.

- Monitors/supervises students sent to the office or administrator for discipline or for various other needs.
- Attends staff meetings; gives and receives information, as required.
- Evaluates subordinates coworkers to maintain optimum quality work, effecting an efficient, professional, office environment, as assigned.
- Types evaluations for principal (certified/classified).
- Collects and accounts for all monies and banking transactions from various Student Activity and District Revolving funds in conjunction with the campus accounting clerks.
- Coordinates and assists staff in arrangement of field trips, assemblies, and special events as school liaison between office, parents, teachers, and student organizations, as necessary.

### **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 three employees in the elementary school office.
- 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.

**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.*