



**JOB DESCRIPTION**

**JOB TITLE: Secretary III (High 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>12 months</b>	Date: <b>October 19, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Assists principal of a high 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 a high 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.
- Records notes as a recording secretary to a group.
- Transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft/dictation, equipment/notes.
- Compiles and prepares various forms, files, reports and records from a variety of reference sources.
- Prepares and/or delegates composition of various reports and communication for all campus functions as directed.
- Creates and maintains manual and computerized files.
- Compares data from several sources to ensure accuracy of technical information rules or other technical documents, using judgment and relying on knowledge of subject material.
- 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; 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.
- Supervises, instructs and participates in the evaluation process of subordinate workers.
- Monitors/supervises students sent to the office or administrator for discipline or for various other needs.
- Maintains campus administrator's appointment calendar.
- 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.
- Maintains and inputs any information needed in Highly Qualified files.
- Maintains and edits Kronos timesheet for classified employees

**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 or more employees in the principal's 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 or 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.*