

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ELEMENTARY SCHOOL PRINCIPAL'S SECRETARY (RANGE 22)**

#### **BASIC FUNCTION**

Under the direction of a elementary school principal, coordinate and perform a wide variety of responsible and complex secretarial duties, requiring independent judgment, to assist the principal in coordinating school activities and administrative tasks; perform public relations and communication services for the principal; plan, organize, and coordinate school activities and communications.

#### **REPRESENTATIVE DUTIES**

Coordinate the overall office to assist the principal in administrative tasks; prepare and accurately maintain a variety of reports, records, and files relating to students, staff, operations, and activities including those of a confidential nature. *E*

Serve as secretary to the principal; compose correspondence independently; prepare, type, and distribute communications; schedule appointments and meetings; make travel arrangements; interview and screen phone calls and visitors; receive, open, prioritize, and distribute mail. *E*

Lead the activities of the office staff providing training, indirect supervision, technical leadership and direction as necessary; assure compliance with established procedures; assist in setting work priorities and assist in the preparation of performance evaluations; serve as a contact and reference person for students, parents, and district secretarial, and clerical staff. *E*

Provide technical information to students, staff, and the public concerning school policies, procedures, actions, activities, and schedules as appropriate; maintain school calendar and coordinate school events as requested. *E*

Collect, compile, organize, and record a variety of data related to attendance, transfers, enrollment, personnel, payroll, equipment inventory, and student activities; prepare and maintain related records, files, and logs. *E*

Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures. *E*

Enroll, register, and schedule new students; complete enrollment information; establish student records and enter into computer; complete records for the release of transfer of students; request student records. *E*

Operate a variety of office equipment including typewriter, calculator, copier, computer and communications equipment, and other school office equipment. *E*

Provide orientation for new teachers; coordinate substitute personnel, provide keys and instructional materials, and maintain related records and time cards; move existing staff to cover schedules of others as needed. *E*

Prepare and maintain accurate daily and monthly attendance reports for staff; process payrolls according to established procedures; issue keys, and maintain related records. *E*

Perform a variety of research and problem solving tasks in support of district personnel. *E*  
Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual. *E*

Compile data for the budget; prepare a variety of budget and financial materials, correspondence, reports, and statistical information; monitor account balances and record expenditures; assist others with payroll, attendance, and personnel matters as appropriate. *E*

Requisition, receive, store, and distribute supplies, textbooks, books, equipment, and office materials; maintain materials and equipment inventory.

Serve on school and district committees as assigned; attend meetings as assigned; collect, compile, and distribute information as assigned.

Serve as a receptionist for the school office.

Monitor students assigned to the office for discipline and assure proper behavior.

Provide clerical assistance to faculty and staff as needed.

Assist in health-related activities as assigned; administer first aid as assigned; administer prescribed medication in accordance with district policy; maintain related records.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### ***KNOWLEDGE OF:***

School office terminology, practices, and procedures.

Modern office practices, procedures, and equipment.

Financial and statistical record-keeping techniques.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

District organization, operations, policies, and objectives.

Basic first aid techniques.

Operation of standard office machines including computer equipment.

Letter and report writing skills.

Applicable sections of State Education Code and other applicable laws.

### ***ABILITY TO:***

Perform a wide variety of responsible and complex secretarial duties requiring independent judgment to assist the principal in coordinating school activities and administrative tasks.  
Perform public relations and communications services for the principal.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Compose correspondence independently.  
Type at 45 words net per minute from clear copy.  
Complete work with many interruptions.  
Work independently with little direction.  
Establish and maintain effective working relationships with others.  
Learn, interpret, apply and explain rules, regulations, policies and procedures.  
Operate a variety of office machines including typewriter, computer terminal, calculator, and copier.  
Understand and work within scope of authority.  
Maintain good public relations with students, parents, teachers, and the public.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Compile and maintain accurate records and prepare reports.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Administer basic first aid.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to graduation from high school and three years of increasingly responsible secretarial experience involving frequent contact with the public.

## **WORKING CONDITIONS**

### ***ENVIRONMENT:***

Office environment.  
Constant interruptions.  
Excessive intermittent noise.

### ***PHYSICAL ABILITIES:***

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Sitting for extended periods of time.  
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read and type various materials.

### ***HAZARDS:***

Contact with dissatisfied or abusive individuals.  
Contact with sick or bleeding students.