

ORANGE UNIFIED SCHOOL DISTRICT

SCHOOL SECRETARY (HIGH SCHOOL)

DEFINITION

Under general direction, serves as secretary and office assistant to the high school Principal; assists and exercises leadership in coordinating the activities of other school positions; maintains effective communications, reception and information services schoolwide, and keeps Principal informed; applies legal, policy and procedural guidelines in making judgments and decisions; researches data and information, maintains various records and confidential materials, and processes numerous forms and requests; and performs related duties and responsibilities as required or assigned.

REPRESENTATIVE DUTIES

Performs responsible secretarial duties for the school Principal; takes and transcribes dictation for letters, memoranda, bulletins and similar materials; composes written materials from brief notes or general instructions; attends meetings, takes notes and prepares minutes; follows up on such meetings to ensure that actions have been taken; screens and routes correspondence, visitors and telephone calls, handling many routine or standard problem on own initiative; maintains regular and confidential files; makes arrangements for meetings, special events, and other functions or activities; follows up to ensure that all arrangements are in order; and types a wide variety of materials accurately and in proper form.

Supervises and trains a small staff of regular office workers; may supervise and train student workers and provide input for their evaluations and grading; answers questions for, and guides and coordinates a large number of other school office positions. As the agent of the Principal, communicates all necessary information and instructions to school staff; provides general and specific information or interpretations of school policies, procedures and schedules, involving teachers, parents, students and the public; maintains effective liaison with various District offices, provides information, and obtains interpretations.

Keeps Principal informed of problems, potential problems, emergencies, conflicts, and a wide variety of school operations; handles problem callers and visitors, obtains all necessary particulars, and assuages feelings and complaints, handling those not requiring administrator's attention on own initiative; checks reports and data for accuracy; maintains payroll, budget, supply, inventory and other records, and prepares reports and transmits to proper District offices; coordinates mail, messages, inquiries and other communications, school-wide; sets up schedules books; coordinates request for transportation with District Transportation Department; prepares and submits requests for maintenance and repairs.

Researches data and information on a variety of school activities; may assist in the preparation of a school budget; coordinates information, directions and materials distributed to substitute teachers.

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ORGANIZATIONAL RESPONSIBILITIES

Positions in this class report to the Principal of a high school, and are responsible for; a) the direct supervision of regular office and student workers, b) assisting and exercising leadership in coordinating other classified school staff, c) a variety of office management activities and school communications, and d) the making of policy, procedural and scheduling interpretations at the school level. These positions perform duties under pressure, deadlines, and frequent interruptions, requiring patience, maturity and judgment.

While the Principal is the administrator in charge of all school operations, these positions must continuously handle many parent, student, teacher, staff and public problems in an effective manner, which will facilitate and contribute to the goals of the school and District.

TRAINING AND EXPERIENCE

- Graduation from high school, including or supplemented by courses in typing, shorthand and offices procedures.
- Four years of responsible office, public contact, and secretarial experience.

Equivalencies:

Additional college-level training may substitute for the required experience on the basis of two full years equal one year of experience. Additional secretarial experience may substitute for the high school training on the basis of one year equals one year.

Additional level training and secretarial experience is desirable.

KNOWLEDGE AND ABILITIES

Thorough knowledge of: English, grammar, spelling, punctuation and compositions; filing systems and filing; record-keeping and record-checking.

Good knowledge of: principles of supervision, training, and coordinating; modern office procedures, methods, terms and equipment; arithmetic functions; principles of public relations; and vocabulary, safe working methods and procedures.

Familiarity with: school district goals and organization; high school programs; high school student behavior.

Ability to: read, understand and explain general and technical policies and materials; maintain harmonious staff and public relations; represent the school credibly; communicate effectively with teachers, staff, parents and students, orally and in writing; follow written and oral directions, maintain files and statistical records; accurately perform recording secretarial duties at meetings and conferences; handle volume, peak loads and pressures effectively; prepare reports, including compiling of data and information; perform independent research, supervise and train office and student workers; coordinate with other staff in various school offices, using leadership and judgment; delegate and assign duties to others.

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Skills:

Typing: 50 wpm
Stenography: Desirable

Licenses:

A valid First Aide Certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class may require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

- Incumbents may be required to work at a video display terminal for prolonged periods.
- Incumbents of positions in this class may be required to use personal vehicle in the course of employment.
- Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.