

St Helena Unified School District

Position Description

Position: Secretary – Academic Services, Senior	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to/Evaluated by:	Salary Grade: 116

Summary

Performs a variety of complex and responsible administrative and secretarial support, and technical record keeping, profiling and reporting or other support duties supporting a district-wide program that operates within an environment of well-established policies, procedures, and mandated regulations.

Distinguishing Career Features

Senior Secretary – Academic Services represents the senior-level in career path for secretarial and administrative support that encompasses school sites and district office functions.. The Senior Secretary performs secretarial duties requiring procedural knowledge of school site operations and the details of special programs, such as SARB, SELPA, etc., and the ability to work with student demographic information for data analysis. The Senior Secretary also requires the ability to work with categorical programs and pupil services; and to serve a District-level position or equivalent leadership position that is integrating related, yet unique sub-functions and teams. Advancement to School Office Team Leader is based on need, compliance with the qualifications of the position, and the ability to lead a team of site-based support staff.

Essential Duties and Responsibilities

- Plans, schedules, and performs a variety of secretarial and clerical work related to academic programs, special education, categorical programs, student behavior, research or other assigned programmatic support.
- Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, and administrators. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Provides information to visitors and/or other interested parties, and provides routine external liaison in one or more of a range of contexts.
- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Sets up project and program timelines, sequences communications, monitors dates and deadlines, and coordinates data gathering and reporting for accountability, performance, and other reports.
- Oversees and coordinates collection of, and compiles alphanumerical and statistical data into and from student files and databases to prepare reports for internal and external agencies, including those which are mandated.

- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times.
- Establishes and maintains filing systems on a variety of subject matters. Compiles information from various sources to produce or assist with internal and external reports. Prepares and types a variety of forms.
- Creates and maintains filing systems for education service areas such as assessment, academic achievement and outcomes, individualized education plans, performance measurement, and events.
- Receives and forwards, or acts on, legal process documents, guided by District policies and procedures and regulations. Ensures the privacy of student and other information.
- Maintains specialized spreadsheets and databases extracted from student and other academic systems and relevant to district-wide programs.
- Works with specialists, students, enrolling in special programs, testing, coordinating special events etc. Administers, scores, and files test results.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others. Prepares informational packets for others to use in presentations and meetings.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions and documents with minimum direction. Reviews forms and materials for completeness, accuracy and conformance with established requirements.
- Prepares and processes purchase orders, invoices. Follows-up on approved purchases for delivery status, costs, and in the case of project-oriented services, work in progress and outstanding balances.
- Responds to requests for information of a specialized or private nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Administers, scores, and files tests as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

The position requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires working knowledge of special educational and categorical programs, research, and paralegal processes used in discipline and proceedings. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education. Requires knowledge of, and skill at extracting and

reformatting data from multiple sources. Requires business mathematics skills to compute sums and basic statistics. Must be skilled in using and troubleshooting various standard office machines. Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional, esthetic correspondence. Requires sufficient human relations skills to present a positive image of the School, convey technical information to others, and use patience in dealing with a diverse population.

- **Abilities**

Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions. Must be able to perform administrative and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District, site, and department organization, operations, programs, functions and special department terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy. Requires the ability to use a personal computer to produce correspondence, promotional materials, layouts, and conduct research. Requires the ability to maintain confidentiality of private and sensitive information.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

- **Education and Experience**

The position typically requires an Associate's degree with curriculum in business, early childhood education, paralegal studies, or equivalent, and four years of progressive experience providing administrative support in a school or legal setting. Additional higher education may substitute for some experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.