

SCHOOL SECRETARY I
POSITION DESCRIPTION

Description of Position

The Elementary School Secretary I, under the general supervision of the Principal, performs a variety of clerical tasks requiring detailed knowledge of school procedures and policies; supports Principal with routine administrative and clerical details; maintains attendance records; and acts as liaison between Principal with staff, students, parents and community.

Classification Classified Employment

Work Year 220 Days

1. Qualifications

- 1.1 Experience in secretarial and clerical procedures as well as computer/data processing.
- 1.2 Proficient in a variety of current technologies and office software (word, excel, database). Efficient and accurate word processing and keyboarding skills.
- 1.3 Ability to work independently and efficiently with minimum supervision, including developing and implementing effective office procedures.
- 1.4 Ability to keep numerical records and compile reports.
- 1.5 Training in First Aid procedures and applications.
- 1.6 Ability to relate to students with respect, compassion, tact and understanding.
- 1.7 Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.

2. Duties and Responsibilities

- 2.1 Word processes agendas, minutes and school plans, and general correspondence. Maintains confidential records and reports including current class lists, student records, mail distribution, maintenance of school office files, bulletins, appointment schedule and school calendar via the direction of site Administrators.
- 2.2 Processes and instructs substitute teachers regarding school programs and procedures.

LARKSPUR-CORTE MADERA



SCHOOL DISTRICT

Building Community

- 2.3 Maintains staff absentee records and collects all relevant absentee reports. Reviews employee time sheets for accuracy and submits to the payroll department along with substitute teacher report in a timely manner.
- 2.4 Maintains daily attendance records and submits report to District Office weekly.
- 2.5 Assists with mandated testing.
- 2.6 Administers First Aid in the absence of school nurse and prepares accident reports when necessary.
- 2.7 Responsible for purchasing, AP processing, receipt and distribution of instructional and office supplies.
- 2.8 Maintains calendar and records of school facilities use. Serves as liaison for District wide meetings held at the site.
- 2.9 Maintains Principal's appointment schedule and school calendar.
- 2.10 Answers incoming telephone calls and serves as receptionist as needed.
- 2.11 Performs other duties as assigned, including budget and transportation duties in the absence or reassignment of the Secretary II.

3. Organizational Relationship

- 3.1 Supervision/Evaluation – Principal, site Administrator

4. Job Requirements

- 4.1 Ability to physically perform tasks associated with the job description including, but not limited to abilities to stoop, bend, sit, stand, stretch, grasp, push, pull, walk, lift up to 35 lbs.
- 4.2 Valid CA driver's license.