

SCHOOL SECRETARY II
POSITION DESCRIPTION

Description of Position

The Elementary School Secretary II, under the general supervision of the Principal, performs a variety of clerical and accounting tasks requiring detailed knowledge of school procedures and policies; provides assistance with forms/reports for categorically funded programs; monitors site budget; maintains student council ledgers; and supervises lunch/milk program.

Classification Classified Employment

Work Year 213 Days

1. Qualifications

- 1.1 Experience in clerical and accounting 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. Ability to compose and edit documents and spreadsheets.
- 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 maintain effective working relationships with administrators, teachers, parents, and other staff members.

2. Duties and Responsibilities

- 2.1 Orders instructional materials in accordance with regulations mandated by the state
- 2.2 Provides clerical assistance with categorical programs by monitoring current state and federal regulations, maintaining records, completing Consolidated Application.
- 2.3 Assists with mandated testing.



- 2.4 Monitors site budget and maintains records for student council funds for site Administrators. Maintains records of accounts for teachers' supplies and instructional materials.
- 2.5 Supervises lunch/milk program and maintains all necessary records and reports.
- 2.6 Assists Elementary School Secretary I as necessary.
- 2.7 Collaborates effectively with all staff across the District.
- 2.8 Performs other duties as assigned.

3. Organizational Relationship

- 3.1 Supervision/Evaluation – Principal, or other 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.