

SAUSALITO MARIN CITY SCHOOL DISTRICT
Job Description

CLASSIFICATION: Classified Employee

TITLE: School Secretary

SALARY LEVEL: Range 6

WORK YEAR: 200 Days (10 Months)

JOB DEFINITION

The School Secretary is responsible for a variety of office management and clerical tasks requiring detailed knowledge of school procedures and policies.

ESSENTIAL DUTIES

- assist with routine administrative and clerical details
- maintain complex databases, management information systems, records and reports, such as:
 - Site Administrator(s) appointment schedule(s)
 - personnel attendance
 - student enrollment and attrition
 - current class lists and schedules
 - student attendance
 - cumulative files
 - grades, report cards and transcripts
 - school events calendar.
 - school office files
 - budgets
 - meal counts
 - mail distribution
- answer phones and receive visitors
- act as liaison between the school site, students, staff and the general public
- solve routine problems
- communicate effectively orally and in writing
- process purchase orders, receive and distribute supplies
- type general correspondence and maintain records of correspondence
- assist in carrying out provisions of the compulsory education law and the regulations of the District pertaining to school attendance
- provide substitute information packet
- administer first aid as necessary
- distribute accident reporting and workers' compensation information and follow through on reporting to Human Resources
- maintain a professional demeanor
- maintain good order in the office, following school procedure regarding the discipline of students
- maintain a clean, attractive and orderly office
- participate in professional development, including, but not limited to: trainings and tutorials to stay current in software applications that are used or introduced to the position
- maintain confidentiality
- perform other duties as assigned

QUALIFICATIONS

REQUIRED

Ability to

- work independently and efficiently with minimum supervision
- remain flexible and focused during interruptions and distractions
- demonstrate and maintain technological proficiency with emphasis on common software, website, and multiple databases
- keep records and compile reports
- keyboard at 60 w.p.m.
- understand and carry out oral and written instruction in English

- establish and maintain cooperative relationships in a positive manner with students, staff and parents
- follow direction
- work in a diverse learning community
- know and implement district wide rules and procedures
- carry out essential duties in such a manner as to ensure personal safety and the safety of those in the immediate vicinity
- adhere to guidelines of mandatory reporting for suspected cases of child or substance abuse

Licenses and Certifications

- criminal justice fingerprint/background clearance
- valid first aid certification

Education

- a minimum of high school diploma or recognized equivalent
- some college or secretarial training

DESIRED

- Bachelor's degree or higher education
- two years secretarial or clerical experience
- general knowledge and ability to perform the duties of the position in an efficient manner
- bilingual - Spanish preferred

SUPERVISOR

Site Administrator or designee