

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## SENIOR SCHOOL SECRETARY

### **SUMMARY:**

The Senior School Secretary serves as the secretary to the site principal at the high school level. The Senior School Secretary serves as the lead person for all public relations and communications services of the site.

### **DEGREE OF SUPERVISION:**

The Senior School Secretary is under the general supervision of the site principal. Evaluations are performed by the site principal in accordance with timelines set in the collective bargaining agreement.

### **DUTIES AND TASKS:**

*(All duties and tasks are essential unless noted as secondary with an S)*

1. Serve as secretary to the principal
  - A. Take and transcribe dictation or notes of letters, reports, bulletins and memoranda, including materials of a confidential nature.
  - B. Compose correspondence independently on a variety of matters from notes, rough drafts and verbal instructions; arrange translation
  - C. Maintain calendar, schedule appointments, arrange meetings, prepare itineraries and make conference arrangements as required.
  - D. Assist in facilitating meetings by preparing agendas, taking minutes and preparing and distributing summaries;
  - E. Assist with tracking budget expenditures for the site;
  - F. Relieve principal of day to day detail.
2. Lead the public relations and communications efforts at the site
  - A. Screen incoming calls and as appropriate, provide information, take messages or redirect inquiries to the appropriate office;
  - B. Provide information where judgment and knowledge of procedures and school events are necessary;
  - C. Assist district personnel by providing appropriate information;
  - D. Coordinate and provide assistance to substitute teachers;
  - E. Interpret policies and procedures to staff, students, and parents;
  - F. Serve on school committees as appropriate;
  - G. Provide assistance to parent organizations;
  - H. Organize and prepare summer mailer
3. Maintain records and provide reports
  - A. Use the computer for word processing, data gathering, record keeping and budget development and management;
  - B. Prepare and maintain purchase requisitions for school expenditures;
  - C. Assemble materials and prepare reports such as but not limited to monthly payroll, hourly/stipend pay, staff attendance and substitute reports;
  - D. Submit items for the Board of Education agenda; (S)

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- E. Supervise the acquisition, maintenance and dispersal of inventories;
  - F. Receive and supervise delivery of all school purchases except custodial supplies;
  - G. Maintain the school key inventory and control;
  - H. May act as keeper of revolving cash (S).
4. Coordinate and supervise the secretarial and clerical operations of the site
- A. Assist in the training and supervision of other classified employees and student aides;
  - B. Arrange for repair of office and instructional equipment.
5. Coordinate the use of school facilities
- A. Supervise the development of activities calendar;
  - B. Secure substitutes and additional custodial and security services as necessary.
  - C. Work with staff in arranging/scheduling facility use
6. Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working Knowledge of
- A. Computer programs including Word, Excel and student information systems for entering and retrieving data; basic web page updates
  - B. District rules and procedures
  - C. Where to go within the organization for information and the ability to judge what information should be passed on to different levels of management;
  - D. Modern office methods, practices, and procedures.
2. Skills
- A. Prepare grammatically correct business correspondence and reports with speed and accuracy;
  - B. Read documents written in standard English text and be able to take action or perform a task as a result;
  - C. Speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information or explain policies and procedures;
  - D. Supervise others to achieve objectives, delegate responsibility and ensure effectiveness;
  - E. Compile and maintain accurate records and reports;
  - F. Make calculations with speed and accuracy;
  - G. Type at a net corrected speed of 55 words per minute
  - H. Take and transcribe dictation
3. Abilities
- A. Perform under the stress of frequent interruptions and/or distractions;
  - B. Establish rapport and gain the trust of others;
  - C. Mediate between contending parties or groups;
  - D. Work independently and follow through on assignments with minimal

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direction;

- E. Learn policies and rules and apply them with good judgment;
- F. Interact diplomatically with the public in a high volume, continuous public contact setting;

### **QUALIFICATIONS:**

#### 1. Education and Experience

- A. Completion of the twelfth grade supplemented by secretarial and clerical training
- B. At least three years of experience with increasing stenographic and secretarial responsibility, with at least one year in an educational setting.

#### 2. Other requirements

- A. CPR training renewed annually
- B. Tuberculosis screening and clearance every four years

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to** work at a desk or table; perform repetitive motion related to keyboard entry or typing; see for the purpose of reading or observing people; hear and understand speech at a normal level; communicate so that others can clearly understand normal conversation; reach in all directions, operate office equipment.

The employee may **frequently be required to** carry objects up to twenty-five (25) pounds; lift objects up to twenty-five (25) pounds; bend, twist, stoop or kneel.

The employee may **occasionally be required to** stand and/or walk around for extended periods of time.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels, significant levels of personal interaction with parents, students and staff, and frequent interruptions and/or distractions.

**SALARY RANGE : 26**