



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT PRINCIPAL'S SECRETARY

BASIC FUNCTION:

Under the direction of an Assistant Principal, perform a variety of clerical and secretarial duties in support of a school office and an Assistant Principal; prepare and maintain a variety of manual and automated records and reports related to assigned activities; assure smooth and efficient office activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide primary clerical and secretarial support to an Assistant Principal, relieving the administrator of clerical detail as appropriate; assure smooth and efficient office activities.

Compose correspondence independently or from oral instructions; type a variety of letters, lists, reports, memoranda, forms, contracts, requisitions, records, bulletins and other materials from straight copy, rough draft or oral instructions; proofread and verify accuracy of documents.

Compile information and prepare and maintain a variety of records, lists, logs and reports related to student information, attendance and assigned activities; establish and maintain filing systems; distribute, collect and process a variety of forms and applications; duplicate materials as needed.

Greet and assist students, faculty, staff, parents and others; schedule and coordinate meetings, appointments and conferences as needed; assist in maintaining master calendar of events as assigned.

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures; resolve issues as appropriate.

Input data into an assigned computer system and generate computerized reports as requested; maintain automated records; assure accuracy of input and output information.

Communicate with students, parents, District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to student information, office activities and assigned duties.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Assistant Principal's Secretary - Continued

Assist in monitoring inventory levels of office supplies and materials; assist with ordering, receiving and maintaining inventory of office supplies and materials.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.

Coordinate and process data for the master schedule as assigned; maintain and revise master schedule; update course lists.

Train and provide work direction and guidance to assigned student assistants as directed.

Participate in a variety of school office activities such as assisting with standardized testing, attendance, and expulsion and suspension activities; prepare expulsion packets as assigned.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations policies and procedures.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Business letter and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform a variety of clerical and secretarial duties in support of a school office and an Assistant Principal.
- Prepare and maintain a variety of manual and automated records and reports related to assigned activities.
- Assure smooth and efficient office activities.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Learn District organization, operations, policies and objectives.

Assistant Principal's Secretary - Continued

- Determine appropriate action within clearly defined guidelines.
- Answer telephones and greet the public courteously.

- Type or input data at 45 words per minute from clear copy.
- Compose correspondence and written materials independently or from oral instructions.
- Meet schedules and time lines.
- Compile, assemble, verify and prepare data for records and reports.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to: graduation from high school and two years of clerical or secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 1/11/05 CSEA Chapter 821 Salary Range: 31
--