

# Southern Kern Unified School District

## Position Description

Position Title: **Secretary, Alternative Education**

Department: Alternative Education

Reports To: Principal

Prepared By: Staff

Date: November 14, 1996

Approved By: Board of Education

Date: June 4, 1997

**SUMMARY:** Serves as secretary to the Principal. Coordinates other office services and facilitates a qualify program for the Alternative Education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Takes in-service training as stipulated by contract.
- Serves as secretary to the principal in a confidential manner.
- Ability to get along with other people.
- Patience in dealing with parents and small children.
- Ability to develop effective working relationships with students, staff, and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Makes and receives telephone calls, takes messages, routes calls.
- Maintains school records and files for building, principal and related requirements.
- Greets visitors.
- Types, prepares, distributes, files records/reports, correspondence, mailings, etc. related to building functions and principal needs.
- Orientates substitute teachers.
- Processes attendance/payroll for the building staff.
- Takes/transcribes notes for correspondence.
- Provides appropriate first aid needs.
- Schedules use of facilities.
- Orders, processes, and maintains office materials and equipment.
- Administers medication according to policy and regulations.
- Operates standard office equipment.
- Distributes community/district flyers.
- Coordinate with various county agencies.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or GED; one year of related experience and/or training in school office practices.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at 45 words per minute. Ability to operate a personal and mainframe computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*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 individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee will occasionally lift and/or push up to 20 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*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.*

The noise level in the work environment is usually moderate. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*