



## Fremont Union High School District

### Position: Secretary, Educational Options

<b>Department/Site:</b>	Educational Options	<b>Range:</b>	110
<b>Reports to/ Evaluated by:</b>	Director or designee	<b>Work Year:</b>	245
		<b>Months:</b>	12

### Summary of Basic Functions & Responsibilities

Under the supervision of a Director or designee, performs recurring, yet technically oriented clerical and customer service duties within a department, program, equivalent function, or at a school site. Duties will vary depending on the assignment and will focus on providing clerical support to a high volume of transactions and/or visitors at a school campus. Understands and works effectively with people of differing cultures.

### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- May serve as receptionist, assisting visitors, staff or students in person or over the telephone, provides standard information related to area of assignment as well as analyzing information and making appropriate referrals.
- Assist with logistics for meetings as directed, including securing of location and room layout, furniture, multimedia, food, supplies and materials.
- Provides customer service assistance to staff, parents, and/or students, including those with special needs. May introduce students and other members of the community to additional services and support.
- Composes and processes routine letters, memoranda, and reports from straight copy, rough drafts, or verbal instructions. Prepares handbooks, schedules, brochures, and other program materials from existing formats.
- Provides work packets, keys, and orientation to substitute employees.
- Provides support to one or more individuals by maintaining files and schedules.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialization.
- May compile alphanumeric data. Searches out information in departmental records and files.
- Collects and provides information between school or department and the District offices to support purchasing, accounts payable, timesheets, human resources transactions, miscellaneous forms, etc.
- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures.
- Ensures the timely distribution and receipt of a variety of records requests and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Serves as support for other office staff, filling in to balance workload, solving difficult transactions, placing phone calls to gather or clarify information, and researching files and records to resolve discrepancies.
- May assist with class registration duties such as originating and preparing registration packets, schedules, newsletters, and other general correspondence.
- Develops a fundamental understanding of Individual Educational Program (IEP's) plans and special education files housed at the school site and district office.

- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialization. Contacts County and State offices and other school districts to provide and request a variety of information, records, and reports. Organizes and maintains student confidential files.
- Ensures the timely distribution and receipt of a variety of records and reports including those necessary to meet state timelines (30 day placement, annual and triennial IEPs; updating Student Data Transmittal forms, etc.). Requests or provides information as necessary to assure completeness and accuracy.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats: student information system, web-based Individual Education Program, and state reporting systems. May extract data from existing databases and convert to other formats.
- Maintains confidentiality of private student information processed or received during the course of performing assigned duties.
- Receives, verifies, and processes incoming attendance data from teachers, parents, students, administrators, and other agencies.
- Enters attendance data to a student information system using established data entry screens.
- Maintains records and analyzes attendance data on a period-by-period basis for each student.
- Initiates and receives phone calls and notes regarding student absences. Receives and relays messages to students and parents as necessary. Receives phone calls from concerned and irate parents.
- Respond to student health issues and problems; care for and monitor ill and injured pupils; and take and record temperatures.
- Notify parents, staff, district nurse, and paramedics as appropriate. Document and maintain records.
- Input a variety of student health data and other information (such as data from vision and hearing screenings) into the student data system; maintain automated records and files; generate computerized lists, spreadsheets, and reports as requested. Coordinate the scheduling of vision and hearing screenings in coordination with district nurse.
- May receive, sort, and distribute incoming and outgoing mail and packages.
- Support transportation requests, including trouble-shooting when day-to-day situations arise and/or when changes need to be made in regards to routing.
- Operates a variety of office equipment, including a personal computer, printer, voice mail, calculator, copier, and auto-dialer.
- Must demonstrate knowledge of telephone techniques and etiquette.
- Maintains confidentiality of private student information processed or received during the course of performing assigned duties.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### Knowledge and Skills:

- Requires knowledge of office practices, procedures and equipment, including filing systems, customer service and telephone techniques, and letter and report writing.
- Requires knowledge of personal computer-based software.
- Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, and spelling, punctuation, proofreading/editing, to prepare standardized correspondence.
- Requires sufficient human relations skills to present a positive image of the school site and district, maintain harmony among peers, convey technical information to others, and use patience in dealing with a diverse population.
- Must be able to perform clerical and secretarial work with speed and accuracy.
- Must be able to learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.

- Requires the ability to work cooperatively with staff, students, external organizations, and the public using patience and courtesy.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires sufficient human relations skill to exercise tact, patience and courtesy when dealing with a diverse customer population, explain policies and technical concepts, and to train others.
- Requires the ability to gather and disseminate attendance information and oversee the maintenance of records.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School diploma or its equivalent supplemented by training in typing and office procedures, and three years of clerical experience including responsibilities for accurate record keeping.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a school office environment subject to constant interruptions.