



Fremont Union High School District

Position: Vice Principal's Secretary for Program and Data - Adult Ed

Department/Site:	Adult & Community Education	Range:	110
Reports to/ Evaluated by:	Assistant or Vice Principal	Work Year:	225
		Months:	11

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant or Vice Principal, provides administrative support that integrates related, yet unique, sub-functions and teams. Performs complex secretarial and administrative support duties, including but not limited to reception, transcription of documents, administrative support to projects and programs, maintenance of document filing and retrieval systems, private student records, data entry and synthesis, and basic record keeping. Operates a computer to organize, update, and maintain student, course, and other databases. Provides support and communicates information to students, staff, the public, and other agencies. 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.

- Plans, schedules, and performs a variety of secretarial and clerical work in support of an organization unit that integrates academic, student activity, or other assigned cluster/work teams and programs.
- Performs administrative support that involves applying a working understanding of the functions and procedures of the school site, with a basic understanding of functions and procedures of other organization units.
- May maintain lost-and-found inventory and dispose of it after notifications are made within required timeframes.
- Coordinates multi-site testing - - e.g. CASAS and CAHSEE.
- Receives and enters a variety of student data in multiple databases. Accesses databases using data entry screens and instructions.
- Maintains and verifies student data files, and assures that all necessary documents have been obtained. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates periodic reports.
- Provides data and document control support for administering state-mandated testing.
- Extracts and prepares reports, including multi year comparisons, that include data retrieved from student information systems. Provides teaching staff and administrators with pertinent data and forms as required.
- Develops formats and procedures for entering and retrieving various types of data.
- Maintains up-to-date knowledge of characteristics and features of student information systems and other relational databases.
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and district. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator. Responds to requests for information of a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures.

- Provides information to visitors and/or other interested parties, and provides routine external liaison in one or more of a range of contexts. Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents, discipline and activities.
- Organizes work by setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or time lines for projects, activities, and required submissions and reports.
- Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines and working with related staff and teachers
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, websites, and handbooks for distribution and use by others.
- Prepares informational packets for others to use in presentations and meetings.
- Provides support and liaison services to administration, teacher leaders, agency partners, and other personnel.
- Provides support for members of law enforcement and Probation/Parole Officers.
- Coordinates 504's.
- Assists with the collection of necessary documentation for graduation.
- Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, community members, teachers and administrators. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Maintains calm and control of appointment waiting areas. Prepares forms and updates student information files on status changes initiated by administrators.
- Provides administrative support to special processes and projects, (such as but not limited to) curriculum, assessment, accountability, student services, and discipline functions and committees. Prepares forms, revisions, and final documents to support proceedings.
- May conduct required research to compile reports for administration or to outside agencies.
- May provide support to testing, immunization, and other required processes. May prepare and mail notifications, and file or enter results into student files.
- Establishes and maintains filing systems on a variety of subject matters.
- Accesses and enters information to student and administrative databases. May maintain specialized databases relevant to area of assignment.
- Maintain field trip and conference requests.
- May manage timesheets as needed.
- May coordinate and monitor student activities related to accidents, unusual occurrence, and discipline actions. Locates students to minimize disruptions. Prepares supplemental forms documenting the nature of action.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions and documents with minimum direction. Reviews forms and materials for completeness, accuracy and conformance with established requirements. May take and transcribe dictation or operate dictating equipment as assigned.
- May maintain and monitor program or department budgets, including data entry and reconciliation procedures.
- May prepare and process purchase orders, invoices, expense forms, claims, and payroll timesheets, verifying available funds and coding to proper budget category. May follow-up on approved purchases for delivery status, costs, and in the case of project-oriented services, work in progress and outstanding balances.
- May order, store and issue office supplies.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping.
- Requires basic knowledge of laws, regulations, policies and procedures governing school operations and services including curriculum, instruction and assessment.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education.
- Requires business mathematics skills to compute sums and basic statistics as well as have an advanced knowledge of querying and exporting data within multiple databases.
- Must be skilled in using and troubleshooting various standard office machines.
- Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional, correspondence.
- Requires working knowledge of data entry methods, procedures and equipment including database programs, word-processing specialized applications used for student and academic information.
- Requires basic knowledge of District policies and procedures governing student information.
- Requires the ability to extract, organize, prepare and analyze data for submission.
- Must be able to maintain and update student schedules, master course schedules and grade reporting.
- Requires the ability to assess programs and procedures and initiate modifications.
- Requires sufficient human relations skills to present a positive image of the School, convey technical information to others, and use patience in dealing with a diverse population.
- Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions.
- 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, site, 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, current and prospective students, external organizations, and the public using patience and courtesy.
- Requires the ability to maintain confidentiality of private and sensitive information.

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:

- The position typically requires a high school diploma or equivalent, and three years of increasingly responsible office experience providing administrative support. College-level course work may substitute for some experience. Requires strong knowledge and experience in entering, accessing, and manipulating varied data.

Licenses & Certificates:

- May require a valid California Driver's License.
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in an office with continuing disruptions and distractions requiring pausing and restarting often.