



Classification Summary

1. Performs a variety of office secretarial bookkeeping and administrative duties which require a broad knowledge of both secretarial and clerical practices and procedures.
2. Exercise considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.

Supervisory Relationships

1. Reports to and receives work assignments and direction from School Administrator, Director of Education, District Operations Coordinator.
2. Assign, direct and supervise non-certificated staff within the school. Assist in the selection, orientation, and evaluation of non-teaching personnel.

Examples of Duties

1. In conjunction with the building Maintenance Manager, carry out facilities management for the school building.
2. Determine staff requirements for ancillary and extracurricular activities.
3. Assist with development and management of the building budget.
4. Maintain a safe, effective environment for students and staff.
5. Approve leaves of non-teaching personnel.
6. Request and assign substitute non-teaching personnel.
7. Oversee building data processing functions including student enrollment and scheduling, progress and report cards, transcripts and attendance functions.
8. Coordinate and supervise the scheduling and registration process for grading period involving teachers and other administrators.
9. Coordinate Food/Transportation services.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of administrative secretarial principles and practices.
2. Ability to type 60-80 wpm with accuracy on word processing equipment; ability to learn applicable software programs for computer equipment.
3. Working knowledge of district and school rules, regulations and policies applicable to area of assignment.
4. Knowledge of supervisory principles and practices and the ability to apply that knowledge in supervising secretarial, clerical, student and volunteer staff.
5. Ability to establish and maintain effective work relationships with district personnel, administrators, school staff, students, volunteers, parents and the general public.
6. Ability to communicate effectively orally and in writing.

Minimum Qualifications for Class Entry

1. Three years recent experience in administrative secretarial work in a high public contact setting, preferably in a public school, including supervisory or lead responsibilities.
2. Training and experience in bookkeeping and budget building.

Work Environment

The position works in an office setting at a school.