



BERRYESSA UNION SCHOOL DISTRICT Position Description

JOB TITLE: Administrative Secretary - Principal

Job Purpose Statement/s: The job of "Administrative Secretary" is done for the purpose of providing clerical support to the school site Administrator(s); conveying information regarding school and/or District functions and procedures; ensuring compliance with financial, legal and administrative requirements of assigned functions.

Essential Job Functions:

- **Composes** documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.;
- **Evaluates** situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution;
- **Monitors** assigned activities and/or program components (e.g. attendance, program budget, time cards/time sheets, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements;
- **Oversees** work assignments of others for the purpose of providing orientation and meeting operational requirements;
- **Prepares** written materials (e.g. brochures, newsletters, school wide calendar, schedules etc.) for the purpose of conveying information regarding school and/or district activities and procedures;
- **Processes** documents and materials (e.g. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties;
- **Reconciles** school budget cash accounts as assigned for the purpose of maintaining accurate balances and complying with school accounting practices;
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required;

Essential Job Functions: (Continued)

- **Supports** principal and/or other school administrative personnel for the purpose of providing assistance with their administrative functions;
- **Arranges** and schedules a variety of meetings and assemblies for the purpose of preparing for events;
- **Monitors** maintenance of office equipment for the purpose of ensuring the availability of needed equipment;
- **Processes** the ordering and the distribution of site supplies for the purpose of ensuring the availability of needed supplies.

Other Job Functions:

- **Attends** meetings for the purpose of conveying and/or gathering information required to perform functions;
- **Attends** appropriate workshops/conferences for the purpose of ongoing training;
- **Supervises** student helpers for the purpose of the completion of assigned tasks;
- **Enrolls** and transfers students for the purpose of maintaining student records;
- **Administers** first aid and medication to students for the purpose of meeting students immediate health needs;
- **Assists** with the maintenance of the health office and student health/safety records for the purpose of ensuring student health and safety;
- **Performs** other job related duties as may be assigned.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience with increasing responsibility.
- **Skills, Knowledge and/or Abilities Required:**

Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and

Job Requirements - Qualifications: (Continued)

punctuation, administer first aid.

Knowledge of basic budgeting, financial and statistical record keeping, standard office equipment, computer applications to complete essential job functions.

Abilities to adhere rules and regulations related to assigned functions; sit for prolonged periods; work independently; understand and carry out oral and written instructions; interact with persons of different age groups and cultural backgrounds; learn new procedures; prioritize and appropriately schedule workload or tasks to meet established timelines; operate basic office machines and equipment; maintain confidentiality. Significant physical abilities include reaching/handling/ fingering, talking/hearing conversation, near visual acuity/visual accommodation.

Education Required: High School diploma or equivalent

Licenses, Certifications, Bonding, and/or Testing Required:

Criminal Justice Fingerprint Clearance. First Aid Certificate.

Reports to: Site Administrator

Terms of Employment: 11 Months (205 Days)

Salary Placement: C.S.E.A. Salary Schedule

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified personnel and the CSEA Contract.

Board Approved: 3/11/97
Reformatted: 5/1/03