

Madera Unified School District Classified Job Description

Secretary

Purpose Statement

The job of Secretary was established for the purpose/s of supporting the instructional process with specific responsibility for assisting with the student district and state wide testing and evaluation programs and related activities at an assigned school site; coordinating data needs for the school; and implementing services within established guidelines and standards.

This job reports to Principal.

Essential Functions

- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Facilitate and distribute the district and site assessment programs.
- Compiles data (e.g. testing, enrollment, attendance, etc.) for the purpose of preparing reports.
- Maintains a variety of confidential and non confidential manual and electronic files, lists and records (e.g. benchmark tests, test results, etc.) for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Orders supplies for the purpose of ensuring items' availability.
- Oversees student TA's (e.g. training, monitoring, grading, etc.) for the purpose of ensuring performance is maximized and standards are achieved.
- Performs clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office functions.
- Prepares and distributes a variety of materials (e.g. progress reports, materials, tests, etc.) for the purpose of providing materials and ensuring delivery.
- Processes State/Federal assessment program materials;(e.g. receiving, distributing, storing etc.) for the purposes of ensuring security of materials.
- Responds to inquiries for the purpose of providing information, assistance and/or direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; presenting information; training and supervising others; and the use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; and office equipment/software.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; maintaining security and confidentiality; and organizing.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One and a half years of clerical experience in an office environment.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance; TB Clearance

Physical Demands(A)

FLSA Status

Approval Date

Salary Range

Non Exempt

08/18/11