

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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#### ADMINISTRATIVE SCHOOL SECRETARY - BILINGUAL

JD 4200.1

##### Definition

Under the direction of the school principal, the Administrative School Secretary provides secretarial office support service to school administration and staff, relieving the principal of administrative detail and performing technical duties, to assist in coordinating a broad range of functions throughout the school. Facilitates a continual flow of contacts with pupils, teachers, administrators and public, assigns and reviews the work of school office staff and volunteers at the direction of the school principal, assists in establishing the proper atmosphere for the school and District, and performs other related tasks as required.

##### Responsible to

Principal

##### Example of Duties

##### Knowledge of:

1. Serves as a confidential secretary to the principal, assistant principal, and full-time lead teacher.
2. Performs and organizes a wide variety of secretarial and clerical duties for administrative personnel, teachers and support staff in an efficient manner.
3. Acts as a liaison for school administration, staff, students, parents, other District schools, District office personnel, and community.
4. Communicates with the public, employing discretion and independent judgement, directing individuals to the correct person and efficiently resolving their concerns.
5. Communicates and explains rules and regulations to staff, students, general community and maintains ready communication with other agencies.
6. Independently composes a variety of materials, such as correspondence, requisitions, claims, reports, and statistical data from rough drafts, or oral instructions.
7. Receives and disseminates critical disaster information in a calm, and professional manner; responsible for command central in a disaster.
8. Tracks and compiles financial data and budget information for Principal and/or other programs.
9. Verifies, and records payroll information for all employees and substitutes, and prepares payroll for submission to District.
10. Coordinates the process of purchasing to include: processing of requisitions, receipt, verification and distribution of materials.
11. Orients and directs substitute teachers and substitute classified personnel.
12. Prepares requisitions of materials and work orders for maintenance of buildings, grounds, school equipment, technology and field trips.
13. Maintains and coordinates multiple calendars to include: school administrator(s), school facility events, site, master and school events.
14. Responsible for the assigning and inventory of room cabinet keys.

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15. Administers first aid and medication in the absence of a school nurse and notifies proper authorities in case of serious illness or accident.
16. May attend meetings and conferences and act as recorder, preparing reports for actions taken and assignments being made.
17. May assist parent organizations with typing, duplication and distribution of bulletins and other materials.
18. Provides written and oral translations of correspondence in Spanish; may provide bilingual assistance to personnel and community members.

#### Qualifications Guide

##### **Knowledge of:**

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Correct Spanish usage, spelling, grammar, punctuation and composition.
3. Modern office methods, practices, procedures and technologies.
4. Basic arithmetic, filing and record keeping procedures.
5. Record retrieval and storage systems.

##### **Ability to:**

1. Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.
2. Change and adapt office procedure, manage school office operations and details in concert with the needs and requirement of the school and District.
3. Understand and apply complex policies and rules.
4. Maintain cooperative-working relationships with those contacted in the course of work.
5. Communicate effectively with a variety of individuals and groups both orally and in writing in English and Spanish.
6. Type a net corrected speed of 45 words per minute.

##### **Training and Experience**

Equivalent to a high school diploma, supplemented by or including courses in office organization or secretary skills, or any combination of training and/or experience that provides the desired knowledge and abilities. Prior service demonstrating responsible office experience, preferably in a school district.

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#### Working Conditions

##### **Environment**

1. Office environment in a school setting.
2. Constant interruptions

##### **Physical Demands**

1. Some lifting, carrying, pushing and/or pulling.
2. Some stooping, kneeling, crouching and/or crawling.
3. Sitting for extended periods of time viewing a screen.

##### **Licenses**

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage; first aid certificate.

Job Description Adopted: June 6, 2022