



PERSONNEL COMMISSION

Class Specification
Salary Range: 22 (S1)

CLASS CODE

TITLE

3361
5159

SCHOOL SUPPORT SECRETARY
SCHOOL SUPPORT SECRETARY– BL SPANISH

JOB SUMMARY

Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public. Perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a secretary and provide secretarial and clerical support to a Principal, Co-Principal, Assistant Principal or assigned supervisor at an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public. **E**
- Greet and assist students, staff, substitute teachers, parents and other visitors; schedule and coordinate meetings, appointments and conferences. **E**
- Initiate and answer phone calls and take messages; provide information and assistance to students, teachers, parents and others regarding the functions and activities of the assigned school office. **E**
- Assist students and parents regarding correct procedures for completion of forms and applications; review completed forms for accuracy and completeness; process forms, suspensions and related materials. **E**
- Compile and maintain a variety of records and reports according to established procedures and time lines; receive and account for monies collected and issue receipts as necessary. **E**
- Establish and maintain appropriate files, forms, cards and records; operate a computer terminal to input and update a variety of data; generate a variety of labels, lists, reports, records and rosters as required. **E**
- Maintain payroll for certificated, classified and other assigned staff; verify and compute employee time cards; prepare vacancy assignments; obtain proper signatures; receive and distribute paychecks; maintain confidentiality of sensitive and privileged information. **E**
- Develop and maintain schedules and event calendars; arrange for transportation and

- staffing of events and field trips as necessary; arrange for the use of school facilities; prepare related forms and lists. *E*
- Provide interpretation and explanation of policies related to the assigned function for parents, staff, coaches and students. *E*
 - Receive, sort and distribute mail. *E*
 - Order, maintain and distribute materials, supplies and equipment as directed; type, record and mail requisition forms; monitor expenditures and balance assigned accounts. *E*
 - Type, duplicate and distribute a variety of correspondence and documents, including letters, notices, articles, evaluations, reports, forms, lists and certificates. *E*
 - Attend meetings as assigned; take, prepare and distribute minutes. *E*
 - Serve as summer school secretary at assigned high school; prepare master schedules; compute payroll for summer school employees; maintain and account for facility keys; maintain records of daily attendance; perform a variety of secretarial support duties for the summer school Principal. *E*
 - Determine eligibility of students for various sport levels; verify student residency, grade point average and insurance coverage; maintain student athlete files. *E*
 - Operate a variety of office equipment including a typewriter, calculator, fax machine and copier; arrange for repairs as necessary. *E*
 - Request substitute teachers as assigned by the position; assure adequate coverage of classrooms; greet and assist substitute teachers by providing keys, materials and pertinent information; maintain accurate attendance records and prepare time sheets. *E*
 - Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
 - Assist assigned administrator by performing research and special projects as requested. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The School Support Secretary provides secretarial and clerical support to a Principal, Co-Principal or Assistant Principal at an assigned high school, K-8 school, special school such as adult school or school-based program and serves as the high school site's summer school secretary during the summer school session. There is a high-level of expectation for service interfacing between the regular school session staff and the summer school staff throughout the year. Incumbents perform diverse and independent clerical duties and secretarial tasks with the assistance of clerical support personnel as necessary and may provide direct supervision to staff as assigned by the position. Incumbents must apply a thorough knowledge of established procedures and functions, especially in summer school, which will sometimes be parallel to the regular support of the site. Incumbents have frequent contact with parents, teachers and students and perform public relations and communications services, especially pertaining to summer school. Incumbents in the School Support Secretary – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient office operations.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and activities of a school administrative office.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Basic financial and statistical record-keeping techniques.
Business letter and report writing techniques.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
District organization, operations, policies and objectives.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a variety of office equipment including a computer and assigned software.

Ability to:

Provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program.
Answer telephones and greet the public courteously.
Compose correspondence and written materials independently or from oral instructions.
Maintain financial and statistical records and prepare reports.
Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written instructions.
Train and evaluate personnel.

Education and Training:

Graduation from high school or equivalent.

Experience:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District.

Experience in a lead or supervisory capacity is desirable.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in the School Support Secretary - Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.