

Coast Unified School District

Title: Secretary/Clerk DRAFT

Salary Range: 11

Job Summary:

Maintains Associated Student Body financial records, manages departmental budgets, orders supplies; interfaces with students, parents and staff; assists in all front office responsibilities and provides back up support for Secretary/Registrar and administrative support for Principal.

Qualifications:

Required:

1. High school graduate or equivalent.
2. One year of clerical experience.
3. Valid First Aid and C.P.R. certificate.
4. Knowledge of office practices and procedures.
5. Computer literacy.
6. Type 40 words per minute.
7. Ability to spell correctly.
8. Ability to establish and maintain effective working relationships with students, parents and staff.

Desirable:

1. Bilingual - Spanish/English.
2. Experience in a school setting.

Essential Functions:

Serves as the first point of contact for parents and public along with the Secretary/Registrar. Maintains Student Body Association financial records including, but not limited to, receivables, payables, banking and statement reconciliations. Manages department budgets and grant monies such as Athletics, Drama, Art, etc. Orders office supplies, assists teachers with classroom supply orders. May maintain student attendance records at an elementary or secondary school; issue absence and tardy slips; issue permits to leave school; prepare and clear daily absence lists; telephone students' homes to verify reasons for absences, as needed; send out call slips to students; answer telephone and take messages; cut notices, and letters to parents; maintain log of incoming calls relating to student absences; check absence notes for authenticity; notify principals and/or counselors of chronic absenteeism; compile daily and

submit data for monthly and annual attendance reports using student information system; compile and type daily absence bulletin; answer students' and parents' questions; may inventory and requisition textbooks and instructional materials; may train and review the work of student assistants; may perform additional clerical duties.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to see and read, with or without visual aids.
3. Ability to hear and understand speech at normal levels.
4. Ability to communicate so others will clearly understand normal conversation
5. Ability to reach in all directions.
6. Physical dexterity in limbs and digits to operate computer keyboard.
7. Ability to lift 30 pounds.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direct supervision of the site principal or designee.

Approved: June 30, 2016