

Coast Unified School District

Title: Secretary-Registrar

Salary Range: 15

Job Summary:

To perform highly responsible and complex secretarial duties in support of the principal; disseminate information and provide assistance to staff, parents, students, social service agencies, and community members; and perform related duties as assigned.

Qualifications:

Experience/Training: Any combination of education, training, and experience equivalent to three years of increasingly responsible secretarial experience, preferably including one year in a public school, and graduation from high school. Additional secretarial course work is desirable.

License or Certificate: Possession of a valid California driver's license. Will be required to participate in training for first aid certification.

Skills, Knowledge, and Abilities: Knowledge of the procedures, practices, and operation of a public school; computer equipment and word processing, spreadsheet, and data base programs; English usage, spelling, grammar, and punctuation; basic budgeting principles and practices; business letter writing and report preparation; and record keeping practices.

Ability to perform responsible secretarial work involving the use of independent judgment and personal initiative; effectively manage multiple tasks and set priorities; function in a calm and capable manner in a hectic environment with many interruptions; learn District policies and procedures; independently prepare correspondence and memorandums; compile and maintain accurate and complete records and reports; keyboard the equivalent of 50 words per minute; operate and use a variety of office equipment; operate computers and peripheral equipment and utilize or quickly learn to utilize word processing, spreadsheet, and data base programs, as well as specialized software, used at the site; work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing, including effective telephone communication skills; exercise tact and good judgment in dealing with students, staff, and the public; and establish and maintain cooperative working relationships with those contacted in the course of work.

Essential Functions: Duties *may* include, but are not limited to, the following:

Screen office and telephone calls; respond to inquiries from students, teachers, staff, social service agencies, and the public pertaining to regulations and procedures relative to school policies. Resolve inquiries or direct to appropriate staff.

Utilize web-based student information system to establish and maintain accurate student demographic records in order to provide data for State-required reports. May include enrollment, attendance, grades, special programs, discipline records.

Set up and maintain a variety of files for cumulative student records, student schedules, and correspondence.

Prepare and maintain master calendar for school functions and usage; coordinate activities with the public and outside agencies.

Provide first aid and, with parent's and doctor's permission, give medications to students.

Prepare and maintain master calendar for school functions and usage.

Perform a variety of general clerical duties in support of the administrator including the preparation of correspondence, reports, and meeting agendas; organize and maintain correspondence, administrative, and employee files; collect and compile data for special projects.

May produce or assist in producing progress reports, report cards, transcripts.

May coordinate or assist in coordinating site-related activities/events such as safety meetings, awards program, graduation, scholarship program.

May schedule substitute teachers and/or direct work of student office aides

Physical Requirements:

The position requires the ability to see for purposes of reading mail, policies, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine, and other office machines with dexterity; and occasionally move office supplies and printed materials weighing up to 25 pounds. The duties

are performed in an office setting and there is frequent bending, crouching, kneeling, pushing/pulling, and reaching in all directions.

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.

Approved: June 29, 2017