

Summer School Secretary

Purpose Statement

The job of Summer School Secretary is done for the purpose of providing support to the educational process with specific responsibilities for providing secretarial support to the summer school program; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to Assigned Supervisor

Essential Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines as required.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or activities for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains inventory of supplies and materials for the purpose of ensuring items' availability.
- Maintains a variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of correspondence, reports and other materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials for the purpose of disseminating information in compliance with established administrative guidelines.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules activities for the purpose of making necessary arrangements for assigned activity.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to 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 pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: oral and written English communication skills; concepts of grammar and punctuation; laws, rules and regulations related to assigned activities; telephone etiquette; using tact and good judgement; and compiling and preparing reports.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize specific, 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: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, working with detailed information; setting priorities, working as part of a team; communicating with diverse groups; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent.

Equivalency: Four years of clerical experience.

Required Testing

None Required

Continuing Educ. / Training

Maintain Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 20