

California Military Institute

Board Approved: August 19, 2009
Salary Schedule: 281, Row: 11

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: PRINCIPAL'S SECRETARY

JOB PURPOSE STATEMENT: Under direction, to perform and provide administrative assistance to the principal for relief of routine administrative and clerical details, to supervise and perform a wide variety of complex and responsible clerical work using independent judgment.

JOB FUNCTIONS:

- Supports assigned administrative personnel to provide assistance with their administrative functions
- Communicates with staff, public, parents and/or students regarding activities, schedules, discrepancies and requests to provide specialized and technical information concerning established policies, procedures and guidelines
- Coordinates and monitors assigned activities and/or program components to ensure compliance with financial, legal and/or administrative requirements
- Initiates, composes and distributes documents to communicate information to school, district personnel, and the public
- Evaluates situations (i.e. involving other staff, students, parents, the public etc.) to inform appropriate personnel for resolution
- Organizes divisional office activities, communications and information to ensure the efficient and effective operations of the office and information dissemination between administrator and staff, the public and other district personnel
- Attends a variety of meetings as needed to take minutes, convey and/or gather information or obtain training required to perform functions
- Schedules and coordinates conferences, appointments, meetings, travel arrangements, interviews, etc., to meet district goals, improve operational systems, or maximize efficiency of workforce
- Assists in the preparation and process of registering new students; checks, analyzes, and

JOB TITLE: PRINCIPAL'S SECRETARY

Page 2

JOB FUNCTIONS – continued

evaluates transcripts and complex records

- Monitors school budget
- Maintains files and records (e.g. confidential department/program files) to ensure accuracy and availability of required information
- May issue admittance, tardy slips and student passes; may monitor absences brought in by students and investigates discrepancies and possible forgeries; may monitor students with hall passes to call home
- Requests, interprets, and records student grades, course work, and credits earned for graduation and notifies administration regarding deficiencies
- Maintains files for student attendance (e.g., unexcused tardies and truant arrivals, check-out logs of students leaving during day, student attendance files, parent phone call log books)
- Administers the payroll, including the completion and submission of time sheets to administration and District Office
- Prepares accurate daily absence reports, Master Absence list, quarterly ADA reports, and reports related to S.A.R.B. referrals and the intervention process, and routine correspondence
- Obtains/requests certificated and classified substitutes to fill vacancies and employee absences
- Issues keys and maintains control records
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetic calculations
- Demonstrates organizational skills
- Functions well in a busy office environment
- Works independently with speed and accuracy
- Performs other related duties as assigned or needed

JOB TITLE: PRINCIPAL'S SECRETARY

Page 3

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- Graduation from high school or equivalent

Experience:

- Four (4) years of increasingly responsible secretarial work in an educational setting (desirable)

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 55 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Receives and transcribes from equipment or in person various correspondence (desirable)
- TB Clearance
- Drug/Alcohol Clearance

JOB TITLE: PRINCIPAL'S SECRETARY

Page 4

Licenses, Certifications, Bonding, and/or Testing – continued

- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS

- Classified Non-Union Position