

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: EARLY CHILDHOOD EDUCATION SECRETARY

DEFINITION:

Under the direction of the Early Childhood Education Coordinator, perform a variety of complex technical and secretarial duties in support of Early Childhood Education programs and services; provide information and assistance to students, parents, faculty, administrators, staff and program visitors in such areas as registration, information services and primary secretarial support.

JOB RELATIONSHIPS:

Supervised by the Early Childhood Education Coordinator; works cooperatively with program , school site staff and district support staff; direct contact with program teachers, parents, students, visitors and representatives of community agencies.

TYPICAL DUTIES:

Serves as primary secretarial support to early Childhood Education Coordinator; relieving Program Coordinator of routine administrative detail as appropriate; independently compose letters, memoranda, requisitions, lists, bulletins, reports and statistical data.

Initiate and answer telephone calls; take and relay messages, schedule appointments; explain program policies and procedures within scope of authority.

Provide student registration; maintain student files, admission records, student attendance and enrollment records; order and prepare registration materials and student files, admission records; order and prepare registration materials and student file supplies.

Operate a Student Data Information program.

Assist with contacting parents, guardians, and appropriate program or district staff regarding ill or injured students; administer first aid, provide necessary specialized physical health procedures and medications according to established procedures.

Requisition, receive, store and distribute supplies and materials; maintain materials and equipment inventory.

Establish and maintain program files and records including personnel files, payroll time sheets, absence verifications, staff schedules, work orders, purchase requisitions, forms, letters, project materials and other required program documents.

Receive, open and screen incoming mail and compose replies according to established procedures.

Prepare and type requisitions, assuring correct budget numbers, account balances and cost extensions; monitor budget accounts and notify coordinator of issues and concerns as needed.

Review, check, correct and compile information related to programs and services; verify data for accuracy, completeness and compliance with required timelines and established procedures.

Type from drafts or verbal instructions, a variety of materials such as work schedules, letters, bulletins, reports and statistical data.

Operate office equipment such as computer terminal, personal computer, fax machine, scanner, copier, calculator and other assigned equipment.

Provide guidance and direction to clerical personnel as assigned.

Ensure program office environment conveys a well organized, welcoming and efficient operation to all staff, parents and visitors.

KNOWLEDGE OF:

Functions and activities of assigned program office.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Operation of computer and assigned office equipment.

District organization, operations policies and objectives.

Familiarity with word processing, database, email, spreadsheet and student data software.

ABILITY TO:

Perform a wide variety of responsible secretarial and clerical work related to the functions and activities of assigned program administrative office.

Type at 65 words per minute from clear copy.

Work independently with little direction.

Compose correspondence and written materials independently.

Maintain a variety of filing systems.

Perform responsible record keeping duties.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Meet schedules and time lines.

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Communicate effectively both orally and in writing.

Work confidentially and with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by business or secretarial courses from vocational training program or college.

Two years of increasingly responsible experience in secretarial or clerical work preferably in education setting.

LICENSES AND OTHER REQUIREMENTS:

District pre-employment multiple choice test.

Verification of typing speed of 65 words per minute.

Necessary training in Specialized Physical Health Care procedures provided by School Nurse.

Current First Aid Certificate.

Current CPR Certificate.

Post-offer physical examination and drug screen.

Fingerprint clearance from the Department of Justice.

Current x-ray or tuberculin skin test before employment and every few years thereafter.

Current valid California Driver's License.

ENVIRONMENT:

Office environment in school setting.

Constant interruptions.

Communicable diseases.

Contact with blood-borne pathogens.

Frequent contact with ill or injured students.

Occasional contact with angry or complaining parent, guardian or care provider.

PHYSICAL DEMANDS:

Dexterity of hand and fingers to operate computer.

Hearing and speaking to exchange information.

Seeing to read a variety of material and assess injuries and illnesses.

Lift, carry, push, pull up to 55 pounds.

Full range of motion in upper and lower extremities to assist students.