

LEMON GROVE SCHOOL DISTRICT

Administrative Secretary II

Basic Function

Under the direction of the Director II, Educational Services performs a variety of complex and technical secretarial duties in support of Educational Services. Organize and complete special projects, reports, and events involving the department as assigned.
This is a confidential position.

Job Relationships:

Supervised by the Director II, Educational Services; has a direct relationship with Educational Center staff, schools and department staff, public agencies, educational consultants and district visitors.

Essential Functions

- Plans the work of the Educational Services office to ensure prompt and efficient completion of projects and tasks.
- Coordinates communication and activities with other departments and personnel, students and the public on the telephone and in person.
- Coordinates activities and resolves problems between the administrator and district personnel, students, parents, educational institutions, vendors, other outside organizations and the public.
- Performs responsible office administration duties in support of a Director.
- Performs a wide variety of specialized and responsible duties independently in support of functions delegated to Director and Ed Services.
- Prepares for, organizes, distributes, coordinates, collects, and packages the State Academic Testing, physical education testing, and the AP testing for the District and schools.
- Supports the categorical programs and educational services for the District and to the private schools as required.
- Performs duties to relieve the administrator of administrative details as appropriate.
- Formats, proofreads, and prepares materials on the computer using office related software.
- Organizes, prepares, formats, review, and prints a variety of materials such as correspondence, reports, memoranda, examinations, emails, instructional materials, lists, forms, requisitions, and other documents from straight copy or rough draft.

- Compiles information and data for reports and assist in the preparation of reports as required.
- Inputs and retrieves computerized data in computer systems as required.
- Assists in the ordering, selection, preparation, and distribution of new adoptions and current adopted curricula.
- Provides information to the public consistent with district, state or federal policies, regulations, and procedures.
- Provides accurate and timely information to the Director regarding information requests to Educational Services.
- Maintains a variety of accurate documents including Educational Services budget expenditures.
- Schedules, organizes, and prepares reports and other data required by the District and state.
- Organizes meetings and events and prepares material originating in the Director's office.
- Schedule meetings, conferences, and appointments for the Director's calendar.
- Takes minutes at assigned meetings.
- Assists the Director in the preparation of agenda items for Governing Board meetings and if necessary attends the Governing Board meeting.
- Provides secretarial support to the Superintendent's office as required and substitutes at Governing Board meetings if necessary.
- Performs other duties as assigned.

Knowledge Of:

- Modern secretarial and administrative office practices and procedures including records maintenance and document processing
- Superior business letter composition, report writing and word processing
- Effective phone etiquette.
- Correct English usage, spelling, grammar, vocabulary, composition, and punctuation.
- School district policies, operations, and procedures.
- Interpersonal skills using tact, courtesy, and diplomacy.

- Operation of a variety of office machines and equipment including personal computer and a variety of software applications.

Ability To:

- Perform secretarial work for Director and Superintendent's office as required.
- Perform a variety of complex clerical work.
- Work independently in the absence of specific instructions.
- Relate to employees and the public in a positive manner.
- Understand and give clear and concise information by phone, email or in person.
- Interpret and explain District and board policies and regulations.
- Research data, regulations, laws, codes, Board Policies, etc. from the various sources such as the California Department of Education and San Diego County Office of Education.
- Problem solves to analyze issues, create plans of action, and reach solutions.
- Make effective decisions and take independent action.
- Make appropriate referrals in regards to departmental inquiries.
- Perform duties with awareness of all district requirements and Board policies.
- Train and supervise part-time student helpers and clerical staff.
- Type 70 words per minute.
- Effectively operate Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, & Publisher) and other appropriate applications.
- Prepare and maintain accurate reports and records.
- Conduct research and assemble data, correspondence, and reports.
- Accept direction and intelligently follow instructions.
- Work cooperatively with the public, administration and fellow employees.

Education

- Minimum of Associate of Arts Degree equivalent units desired in field related to job responsibilities.
- Any combination of education, training, and/or experience that demonstrates ability to perform required duties. A qualifying background would include courses in secretarial,

office management, business, or related field.

- High School Diploma or Equivalent

Experience:

- Minimum of Five years of increasingly responsible secretarial experience including secretarial experience in a school district.

Licenses and Other Requirements

- District pre-employment tests
 - Basic Skills Test – (spelling, grammar, proofreading, writing, & math)
 - Microsoft Office Performance Test (Word, Excel, PowerPoint)
- Current Typing Certificate of 70 words per minute or more. (wpm)
- 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 four years thereafter.
- Current valid California Driver’s License and automobile insurance
- Bilingual in English and Spanish desirable.

Environment:

- Office environment in Educational Services Center.
- Occasional work in district warehouse environment.
- Works on a computer monitor for prolonged periods.
- Frequent interruptions.
- Occasional contact with an angry or complaining parent or community member.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials and documents.
- Bending at the waist, kneeling or crouching to file materials.
- Prolonged sitting for extended periods.
- Works frequently with a video display terminal for prolonged periods
- Lifting up to 25 pounds to transfer or boxed educational material.

Board Approved: 7/23/ 2013