

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED DECEMBER 2001**  
**RANGE: 39.5**  
**CLASSIFIED**  
**CODE: NONE**

### **SCHOOL SECRETARY**

#### **DEFINITION**

Under the direction of the school site supervisor/principal or the program Coordinator, perform a variety of duties related to the running of school sites and classrooms, including but not limited to:

serving as clerical support for those school sites and classrooms;

responsible for maintaining student cumulative records, attendance records, Student Information System (SIS) information, transportation records, personnel records, financial records and maintenance information for all students/employees within a program;

may prepare for Individualized Education Program meetings by sending notices, parent rights, preparing paperwork necessary, phone-calling, maintaining records of completion;

may call substitutes and maintain timesheets;

prepare a variety of related reports and summaries;

do other related work as required.

#### **EXAMPLES OF DUTIES**

Under supervision, establish, collect, and maintain information on students for the Student Information System (SIS) used by the CDE for pertinent data in Special Education or Center Management System (CMS) for child development or other system used by the program;

review and screen incoming correspondence and communications;

maintain a schedule of pertinent deadlines for mileage/expense claims, monthly Medi-Cal reporting, monthly maintenance information, IEP due dates, Principal/Coordinator schedule;

work with Maintenance and Operations to communicate accurate difficulties with classrooms and/or sites:

maintain records of individual teacher's expenditures, absences, attendance at meetings, paperwork needs and enrollments;

under supervision, use appropriate budget codes related to the program(s) involved:

process time sheets and other employee related documents;

respond to questions regarding student attendance and/or enrollment;

assist in maintaining, transferring and completing Student Cumulative Records, including immunization status, professional reports, Individualized Education Program plans, enrollment histories;

process letters to parents and other professionals regarding program information;

process the ordering of textbooks and materials for each classroom;

order using appropriate computerized purchasing systems;

process credit card reconciliations and other expense-related tasks;

complete student attendance reports as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Various computer programs related to word processing, spreadsheets, purchasing and communication systems;

modern office methods and equipment, including the above technologies, receptionist and telephone techniques, correspondence and report-writing.

### Ability to:

Establish and maintain a positive relationship with families;

assume responsibility for routine administrative detail such as scheduling, follow-up phone calls, filing etc.;

be culturally and linguistically sensitive;

compose correspondence independently;

establish and maintain comprehensive and accurate files and records for both students and personnel;

type or keyboard at a net corrected speed of 45 words per minute;

understand and carry-out oral and written directions;

follow office procedures on routine monthly responsibilities: timesheets, purchase card reconciliation, Medi-Cal information, M&O information, Fire/Disaster Drill paperwork;

complete and follow-through with maintaining both the Student Attendance and the Student Information System (SIS) and Center Management System (CMS) as mandated by the State of California;

some positions may require ability to speak and write Spanish.

### Experience:

Two (2) years of responsible secretarial experience required.

One year of experience in a school site or educational agency preferred.

### Education:

Education equivalent to the completion of the twelfth grade.

### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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