



## **Secretary 5 / Early Interventn**

### **Purpose Statement**

The job of Secretary 5 / Early Interventn is done for the purpose/s of providing administrative and secretarial support to assigned program administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Principal

### **Essential Functions**

- Collects receipts, and deposits payments for a variety of events and school bank accounts (e.g. fines, fees, and fund raisers, etc.) for the purpose of completing transactions, reconciling statements and/or securing funds.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, payroll information, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Maintains manual and electronic documents, files and records (e.g. emergency information, accident reports, facility use, time sheets, work orders, student attendance, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors and maintains office equipment, calling for repairs when needed for the purpose of ensuring that equipment is available for office use.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, purchase orders, mail distribution, etc.) for the purpose of achieving goals and meeting target dates.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare and maintaining a secure office environment.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs a variety of secretarial duties for the program director, (e.g. screening calls, setting appointments, filing and typing documents, etc.) for the purpose of supporting the administrator in the completion of his/her duties.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories (e.g. school lunch, supply budget, etc.) for the purpose of maintaining accurate account balances.

- Researches a variety of topics (e.g. current practices, policies, education codes, prices from vendors, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, vendors, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Trains and delegates work assignments for office assistants for the purpose of ensuring an effective and efficient work unit.
- Uses a variety of computer programs, (e.g. spreadsheets, word-processing, etc.) for the purpose of ensuring materials are prepared in the appropriate format.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administer first aid; analyzing; budgeting and cost control; customer service; effective listening; guiding others; interpersonal aptitude; managing projects/programs; monitoring activities; office practices; planning; problem solving; recordkeeping; supervision; and training.

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 analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; bookkeeping/accounting practices; codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; internet usage; office equipment/software; and office practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; meeting schedules/deadlines; multi-tasking; organizing; prioritization; reliability; and teamwork.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. 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 70% sitting, 10% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

Pre-employment Proficiency Test

### **Certificates and Licenses**

**Continuing Educ. / Training**

District software Policies and procedures

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 5