

DRAFT
MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: BILINGUAL SECRETARY – PRINCIPAL (Spanish/English) REPORTS TO: School Principal

DEPARTMENT: Elementary/Secondary School

CLASSIFICATION: Classified

WORK YEAR: 11 Months

SALARY: Range 20

BASIC FUNCTION:

Performs reception, telephone and information services for an elementary or secondary school; maintains basic school data records and prepares required reports; serves as secretary and administrative assistant to the school principal. Able to perform all duties in Spanish and English fluently.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

Receives a heavy volume of telephone and personal contacts from parents, teachers, staff, District Office, other schools, and the public requesting information, appointments, actions, leaving messages or instructions or registering complaints and/or other problems.

Answers questions and supplies information discretely and correctly; transmits messages and information appropriately.

Compiles and maintains basic records and files on students, attendance, grades, school budget, supplies, work orders, encumbrances and expenditures, and all personnel time records for certificated and classified staff.

Composes correspondence from general instructions, confidential correspondence, and reports, prepares memos and forms; requesting, providing or verifying information; and receives, screens and routes mail.

Prepares forms and reports on activities for District Office.

Assists the Principal in record-keeping, reporting and office operations.

Arranges appointments and keeps track of Principal's schedule.

Assists in composing and distributing bulletins to parents and teachers.

Translates and types weekly newsletters and flyers.

Assist with electronic communications to parents and staff.

Maintains budget expense records and monitors the budget.

Maintains files and school schedules.

Prepares requisitions for supplies and materials and posts account records.

Maintains school calendar of events and use of school facilities.

Maintains inventory records and key controls.

Assist with training and supporting new employees; supervises and coordinates student helpers; may provide assistance to parent volunteers.

Operates a variety of office equipment including a personal computer and related software.

Coordinates enrollment and attendance of students.

Handles substitute personnel arrangements.

Collects and distributes medication as detailed by district policy.

ESSENTIAL DUTIES AND REPRESENTATIVE DUTIES (continued):

Provides first aid and emergency services and oversees nursing room and facilities.

Handles unusual situations or first aid emergencies following prescribed procedures.

Assists Health/Secretary Clerk in contacting parents on accidents or major illnesses and follows standard procedures in calling nurse, ambulance and/or paramedics.

In emergency situations oversees students, works with teachers, and communicates with parents and the public.

Maintains school office under interruptions, pressure and conflicting deadlines.

Maintains student body financial records and banking.

Coordinates enrollment and attendance of students.

Functions as Health Clerk.

Performs directly related duties as required and assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily fluently in both Spanish and English. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: Graduation from high school, including or supplemented by courses in typing and office practices and good record of experience and background, including three (3) years of office, public contact, and/or secretarial work at a responsible level. Additional college training and experience, volunteer service, public contact work or similar qualification is/are desirable. Ability to pass the District Proficiency Examinations (including the Bilingual Proficiency exams) at the level appropriate to the job classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic school office practices, policies and procedures.
Common office clerical terminology, skills, and practices.
Basic financial and statistical accounting and record-keeping.
Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
Operation of various office machines.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Personal computer and related software.
Terminology and methods used in schools.

ABILITY TO:

Perform a variety of responsible clerical support of an assigned school site.
Learn the policies, procedures and terminology of the assigned school and programs.
Meet schedules and timelines.
Communicate effectively and courteously both orally and in writing in Spanish and English.
Maintain cooperative working relationship with those contacted during the performance of required duties.

Perform duties effectively with constant interruptions.
Maintain records and prepare reports.
Read and interpret school policies and technical and legal materials

KNOWLEDGE AND ABILITIES (continued):

Post, check and maintain statistical records and files
Write letters, memos and bulletins from rough drafts and oral instructions.
Perform the role of assistant to the principal, including the handling of confidential information with judgment and tact.
Type/keyboard 50 wpm from clear copy.
Understand and follow oral and written directions.
Operate and maintain a variety of office equipment.

WORKING CONDITIONS:**ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

School office environment; perform duties under the pressure of volume, interruptions and deadlines, serve as an "aide-de-camp" to the Principal. Positions in this class have a unique role because they are the first point of contact, and sometimes the only source immediately available. Their attitude, performance and efficiency therefore represent and affect the school. Attend periodic evening meetings and/or travel within and out of the District boundaries to attend meetings.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; frequent lifting (up to 35 pounds) , pushing and/or pulling which does not exceed 50 pounds; work at a video display terminal for prolonged periods; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders and horizontally; stooping and bending; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports; sitting or standing for extended periods of time.

LICENSES:

Possess and maintain a valid First Aid Certificate. (If employee does not utilize District provided training, employee will be responsible for obtaining a valid First Aid Certificate on his/her own).
Possess and maintain a valid California Driver's License.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.

