

JOB DESCRIPTION
San Leandro Unified School District

Administrative Secretary

Purpose Statement

The job of Administrative Secretary is done for the purpose/s of managing the student information database systems; providing instruction and advice to system users; analyzing problems and issues related to the Student Information System and related software; coordinating usage among all system users; and producing a wide variety of statistical reports.

This job reports to Assigned Administrator

Essential Functions

- Coordinates a variety of projects, functions and/or program components (e.g. meetings, home visits, site trainings, transportation passes, district grants, homeless/after school programs, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Designs reports and/or database applications (e.g. CALPADS, Aeries, assessment, etc.) for the purpose of meeting state reporting requirements customized to mandated specifications.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Identifies issues related to the state and local student information systems for the purpose of resolving and correcting user problems.
- Inputs data manually and by file upload into state and local student information system (e.g. student record updates, demographics, program information, etc.) for the purpose of ensuring accuracy of data.
- Maintains a wide variety of complex manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in meetings and workshops for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Performs general clerical functions (e.g. creating requisitions, scanning, schedule meetings, copying, faxing, data entry, filing, etc.) for the purpose of supporting department operations.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, district personnel, parents, students, vendors, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Responds to requests for a variety of report options (e.g. demographic and program information, assessment information/results, attendance, enrollment, etc.) for the purpose of disseminating information to appropriate parties.
- Serves as a district liaison for the purpose of providing and/or gathering information and fostering positive relationships.

Other Functions

- Maintains an inventory of supplies and equipment for the purpose of ensuring availability of required items.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; manage complex clerical work; and running complex queries.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies of current office software/hardware required to satisfactorily perform the functions of the job; business telephone etiquette; codes/laws/rules/regulations/policies; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; multitasking; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs 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, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualification exam Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

November 10, 2015

Salary Range

40