

EVERGREEN UNION SCHOOL DISTRICT

# JOB POSTING

## BEND ELEMENTARY SCHOOL SCHOOL SECRETARY

CONFIDENTIAL POSITION

Evergreen Union School District has an open position for a School Secretary at the Bend Elementary School. This position is full-time, Monday-Friday, 7:30-4:00 pm. Starting pay is \$18.96 to \$24.65 per hour, DOE; 194 days per year.

Specific skills and proficiencies required:

- Software: Microsoft Word, Excel, Publisher

Preferred skills:

- Knowledge of student information systems, "Aeries"
- Previous school front office experience
- Typing: 50 wpm

Please see attached Job Description and Salary Schedule for detail.

To be considered, please apply through [Edjoin.com](https://www.edjoin.com). With your application submittal, please attach a letter of interest, current resume and two letters of recommendation.

This position will remain open until filled. Preference given to existing employees.

10/03/2022

**Evergreen Union School District**  
19500 Learning Way, Cottonwood, CA 96022  
530/347-3411 \*\*\* 530/347-7954-fax

Reviewed/Approved:
HR _____
Supt. _____

**EVERGREEN UNION SCHOOL DISTRICT**  
**Job Description**

**Job Title:** SCHOOL SECRETARY  
**Division:** Confidential  
**Department:**  
**Location:** Elementary School / Middle School / Bend School\*  
**Reports To:** Site Principal  
**Approved By:** Board of Trustees  
**Approved Date:** January 9, 2007  
**Revision Date:** July 12, 2016

**SUMMARY:**

Schedules appointments, gives information to callers, types school correspondence, maintains attendance and student records, and otherwise provides clerical support and assists the principal and/or staff in administrative and business details by performing the following duties. Participates with the principal in negotiations with classified units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities include the following. Other duties may be assigned:

- Serves as the immediate contact person for students, staff, parents and visitors to the school.
- Compiles and types statistical reports, purchase orders, supply requests, and maintenance work orders, minutes of meetings, employee evaluation documents, and other school related reports.
- Does daily typing or word processing of daily notices, parent letters, and general office communications.
- Checks all communications for completeness and accuracy of grammar and spelling.
- Maintains calendar for Site Principal.
- Organizes, designs and maintains a filing system.
- Assists other staff, when appropriate, in completing office or school related tasks.
- Handles phone communications, as position requires.
- Receives, delivers and refers messages to appropriate personnel or students, as necessary.
- Opens, stamps, sorts, and distributes mail or other materials.
- Communicates with students' families, community agencies and other district employees regarding a variety of school related issues.
- Ability to interact with staff members, students, parents, and others in an open, friendly businesslike manner.
- Receives funds from a variety of programs and maintains a proper accounting of such.
- Schedules use of the school facilities and outside parties.
- Trains and supervises student helpers and volunteers in appropriate office practices and procedures.
- Maintains official records of student attendance, enrollment, demographics and cumulative student records through the utilization of computer programs and other resources.

- Maintains reports of staff absenteeism and monthly sends copies of the report to the district office and assists staff members in the preparation of employee timesheets.
- Prepares daily lunch count for cafeteria staff.
- Assists supervisor by following up on administrative or clerical detail, which may include contact with members of the educational community.
- Administers minor first aid to pupils in the absence of the school nurse or health aide and as requested.
- Maintains school office area and office equipment in a professional manner.
- Orders, inventories, and distributes student and office supplies.
- Makes copies of correspondence or other printed matter.
- Receives, processes, and schedules School Attendance Review Board information packages from all districts schools for monthly meetings.
- Processes the master schedule for students' course enrollment and maintains computerized data bank of all related details.
- Processes report card data on each student on a quarterly basis.
- Schedules Student Success Team meetings.
- Prepares student award certificates for honor roll, perfect attendance, principles award and honor society awards at the end of each trimester for school assembly distribution.
- Responsible for arranging field trips, preparing and distributing permission slips for parent signatures and verifying paperwork when returned to office. Maintains record to verify that all parents driving students have current CDL and current vehicle insurance coverage.
- The employee may be required to attend meetings and/or travel within and out of the District boundaries to attend meetings.
- Assists in maintaining the library. (Bend\*)
- Performs related duties, as assigned.

**BEND HEALTH AIDE DUTY\*:**

- Administers first aid to injured students. Notifies parents/staff and keeps daily logs.
- Processes, records, files and updates health records.
- Assists sick/injured children according to their needs. Administers medications in accordance with medical authorization. Provide head checks, as needed.
- Prepares and assists with health screenings along with school nurse and maintains health files. Preparation includes sending memos, scheduling and parent notification.
- Audits CHDP immunization records. Compiles, updates and maintains a wide variety of records and reports in accordance with state mandated health service regulations. Notifies parents by mail or phone until December deadline; possible notification of suspension if physical form or waiver not obtained. Keeps log and prepares sheet for mandated costs.
- Secures on-site medications and maintains medication records; administers medications in strict compliance with doctor's orders and District policy.
- Performs head lice screenings, notifies parents/staff, performs and rechecks and readmits according to approved policy and procedure.
- Performs related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

**EDUCATION AND/OR EXPERIENCE:**

High School diploma or general education degree (GED); three years related experience and/or training; or equivalent combination of education and experience. Experience in a school setting is required.

**SPECIFIC SKILLS REQUIRED:**

- Modern office equipment, including computer technology.
- Computer proficiency with:
  - Microsoft Word, Excel, and Publisher
- Dictation
- Typing: 70 wpm
- Receptionist and telephone techniques

**PREFERRED SKILLS:**

- Knowledge of Student Information System

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and parents or staff members.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

**REASONING ABILITY:**

Ability to deal with problems involving a few known variables in routine situation. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

First Aid/CPR Certificates must be acquired during the employee's probationary period. DOJ fingerprint and TB clearance.

**OTHER SKILLS AND ABILITIES:**

Ability to understand and carry out duties in an independent manner. Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly businesslike manner. Perform secretarial and clerical functions of average to above

average difficulty with speed and accuracy. Understand and carry out oral and written directions.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

EVERGREEN UNION SCHOOL DISTRICT  
 CLASSIFIED CONFIDENTIAL  
 2022-2023

STEPS	1	2	3	4	5-9	10-14	15-19	20-24	25-
<b>Class</b>									
1	17.08	17.92	18.90	19.81	20.83	21.88	22.96	24.08	25.24
2	18.96	20.38	21.79	23.21	24.65	25.87	27.17	28.50	29.37
3	20.10	21.52	22.95	24.43	25.90	27.19	28.54	29.97	30.87
4	21.49	22.93	24.34	25.84	27.26	28.63	30.07	31.58	32.52
5	28.03	29.52	30.98	32.48	33.92	35.63	37.41	39.27	40.45

Board Approved: June 28, 2022

Classification	Range
Covid Support Specialist	1
Administrative Secretary/Business Services Assistant	2
Accounts Payable	3
Payroll Specialist/Human Resource Assistant	4
Maintenance Supervisor	5