

Petaluma School District Job Description

Job Title: Secretary, Athletics and Administration
Department: School Site
Reports To: Site Principal
Prepared Date: April 2024
Approved Date: November 2024

SUMMARY

Under general direction to act as secretary on a comprehensive high school site; to perform a wide variety of responsible clerical work, and to do job-related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other job-related duties may be assigned.

Acts as a secretary to site administrators; schedules appointments and screens visitors; takes and refers messages for supervisors, teaching staff, and students; gives information to the public by telephone and in person regarding school matters; independently answers routine correspondence not requiring the administrator's attention; may keep records of student attendance; types from oral directions, rough draft copies, or notes on a variety of materials including letters, reports, tests, and memos; receives and accounts for student activity funds and other money; telephones and confers with parents regarding matters of student welfare; administers minor first aid to students in the absence of the school nurse; operates duplicating machines and assists teachers in duplicating work; may perform bookkeeping duties in the accounting of lunch money or student funds; orders, receives, distributes, and inventories school supplies; locates and notifies parents of illness or injury to students; posts information to student records; maintains records on the use of school facilities by community groups; forwards information concerning the absences of teaching staff; operates a variety of office equipment; may supervise students, volunteer assistants, or other clerical staff members.

Acts as a secretary to the Athletic Director and the Athletics department. Manages digital database for athletics; ensures eligibility for student-athletes; maintains all athletic calendars; coordinates and communicates with coaching staff regarding student-athletes, upcoming events, schedule changes, eligibility, etc. May perform bookkeeping duties in the accounting of sport donations. Organizes and updates athletic files; prepares awards and certificates; serves as the main point of contact for all sports information.

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.

Knowledge of modern office practices and procedures, including business correspondence, record keeping, and filing systems, operation of modern office equipment including computer and a variety of software applications; receptionist and telephone techniques. Knowledge of correct business English usage, including spelling and grammar. Ability to maintain flexibility while performing a variety of tasks; perform clerical work with speed and accuracy; learn, interpret and apply school rules and regulations; make mathematical calculations with speed

and accuracy; prepare and maintain accurate records and reports, types at a speed of not less than 40 words per minute from clear copy; deal effectively with a wide variety of personalities and situations requiring tact, good judgment and poise; takes responsibility and uses good judgment in recognizing scope of authority.

EDUCATION and/or EXPERIENCE

Two years of clerical and typing experience or equivalent including some work in a position involving public contact.

LANGUAGE SKILLS

Knowledge of correct English usage, spelling, grammar, and punctuation rules.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios to practical situations.

REASONING ABILITY

Must have the ability to analyze situations accurately and adopt an effective course of action as well as the ability to choose among a limited number of alternatives in solving routine problems.

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 sit, talk, listen, and use hands for general office work. The employee is occasionally required to stand, walk, reach with hands and arms; climb or balance, stoop or kneel. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance 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 this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.