

## **Goleta Union School District**

### **District Office Inclusion Preschool Secretary**

#### ***Basic Function***

Under the direction of a District-level coordinator, manager or supervisor, prioritize, schedule and perform a variety of secretarial and clerical duties; organize office functions and coordinate the flow of communications.

#### ***Representative Duties***

Perform a broad range of secretarial duties and assist coordinators with a variety of clerical, technical and routine administrative duties; facilitate communications between the supervisor(s) and other District personnel. Serve as liaison between students, staff, parents, District Personnel and the community; provide information regarding school and District rules, policies and procedures. Orient new families, students and staff to the preschool. E

Compose correspondence independently or from oral or written instructions; prepare, duplicate and mail information and materials to parents, teachers, and administrators. E

Prepare, maintain and update student records in areas related to attendance, discipline, emergency, health and other student records as assigned; enter, maintain and update data in an assigned student database and compile data as requested by District staff; maintain cumulative record files for students. E

Operate computer equipment to update database and to maintain a variety of documents, correspondence, reports and related materials. E

Collect and compile statistical and financial data and other information for inclusion into special and periodic reports. E

Communicate information in person or by telephone; coordinate activities for special education preschool between the supervisor and staff, the public or other District officials. E

Communicate with a variety of site and District personnel and administrators regarding preschool operations, activities, supplies, policies and procedures and student information; handle preschool enrollment procedures, computer files and records as necessary.

Receive, open and distribute preschool mail; receive visitors / parents and answer telephone calls and refer to appropriate staff members. E

Arrange and schedule a variety of meetings and conferences. E

Operate a variety of office machines and equipment. E

Assist in monitoring budget expenditures and maintaining financial records; order and maintain office and preschool supplies and other materials; maintain current account balances.

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

District policies, timelines and procedures related to special education preschool.

Correct operations, procedures and methods of office to which assigned.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques for special education preschool.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

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Receptionist and telephone techniques.

Oral and written communication skills.

Operation of a computer and assigned software.

Knowledge of District policy and procedures related to an assigned office.

### *Ability to:*

Plan, schedule and perform a variety of secretarial, clerical and typing duties in support of assigned department or function.

Operate a computer and assigned software.

Assemble diverse data and prepare clear and concise reports.

Maintain complex and varied files and records.

Type at 50 words net per minute from clear copy.

Utilize transcription equipment as required by the position.

Interpret and apply special education and preschool specific rules, policies and procedures of the office or program to which assigned.

Operate a variety of office machines and equipment.

Communicate effectively both orally and in writing with staff, parents, District personnel and community.

Meet schedules and time lines.

Prepare reports, correspondence and related materials.

Make arithmetic computations with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and three years of responsible clerical experience.

### ***Licenses and Other Requirements***

None

### ***Working Conditions***

#### *Environment*

Office environment.

Constant interruptions.

#### *Physical Demands*

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to retrieve files and storage materials.

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*Hazards*

None