

******* PLEASE POST *******

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
501 Crescent Way
Anaheim, California 92803-3520

Personnel Commission Special Meeting

Tuesday, February 24, 2009

Meeting Begins at 4:15 p.m.

Garden Room -- District Office

******* PLEASE POST *******



PERSONNEL COMMISSION AGENDA
Special Meeting
Tuesday, February 24, 2009 – 4:15 p.m.
Garden Room - District Office

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **PLEDGE OF ALLEGIANCE**

3.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Audrey Cherep	_____	_____
Vice-Chairperson	Ron Costello	_____	_____
Commissioner	Speed Castillo	_____	_____
Executive Director	Victoria Wintering	_____	_____

4.0 **PUBLIC COMMENTS**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms are submitted to the secretary prior to the meeting.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on by the Personnel Commission, but will be researched and responded to in any one of the following ways:

- By telephone after research, or
- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

5.0 **APPROVE CLASSIFICATION**

5.1	Approve job classification of Secretary–Attendance, at salary range 51-CSEA	EXHIBIT A	Moved by _____ Seconded _____ Vote _____
5.2	Reallocate the following employees from Secretary To Secretary – Attendance, effective February 25,2009.	EXHIBIT B	Moved by _____ Seconded _____ Vote _____
5.3	Approve job classification of Secretary–Attendance, Bilingual, at salary range 53-CSEA.	EXHIBIT C	Moved by _____ Seconded _____ Vote _____

- | | | | | |
|------|---|-----------|------------------------------|-------------------------|
| 5.4 | Reallocate the following employees from Secretary-Bilingual to Secretary-Attendance/Bilingual, effective February 25, 2009. | EXHIBIT D | Moved by
Seconded
Vote | _____

_____ |
| 5.5 | Approve job classification of Secretary-Registrar/ , Records, at salary range 51-CSEA. | EXHIBIT E | Moved by
Seconded
Vote | _____

_____ |
| 5.6 | Reallocate the following employees from Secretary To Secretary- Registrar/Records, effective February 25, 2009. | EXHIBIT F | Moved by
Seconded
Vote | _____

_____ |
| 5.7 | Approve job classification of Secretary- Registrar/ , Records-Bilingual, at salary range 53-CSEA. | EXHIBIT G | Moved by
Seconded
Vote | _____

_____ |
| 5.8 | Reallocate the following employees from Secretary To Secretary-Registrar/Records-Bilingual effective February 25, 2009. | EXHIBIT H | Moved by
Seconded
Vote | _____

_____ |
| 5.9 | Approve job classification of Secretary-School Support, at salary range 51-CSEA. | EXHIBIT I | Moved by
Seconded
Vote | _____

_____ |
| 5.10 | Reallocate the following employees from Secretary to Secretary-School Support, effective February 25, 2009. | EXHIBIT J | Moved by
Seconded
Vote | _____

_____ |
| 5.11 | Approve job classification of Secretary-School Support-Bilingual at salary range 53-CSEA. | EXHIBIT K | Moved by
Seconded
Vote | _____

_____ |
| 5.12 | Reallocate the following employees from Secretary To Secretary-School Support-Bilingual effective February 25, 2009. | EXHIBIT L | Moved by
Seconded
Vote | _____

_____ |
| 5.13 | Approve revised job classification of Secretary, at salary range 51-CSEA. | EXHIBIT M | Moved by
Seconded
Vote | _____

_____ |
| 5.14 | Approve revised job classification of Secretary - Bilingual at salary range 53-CSEA. | EXHIBIT N | Moved by
Seconded
Vote | _____

_____ |
| 6.0 | ADJOURNMENT _____ p.m. | | Moved by
Seconded
Vote | _____

_____ |

EXHIBIT A

Personnel Commission
Anaheim Union High School District

Spec. Est. 2/24/2009

SECRETARY - ATTENDANCE

DEFINITION:

Under the general supervision, perform a variety of specialized and clerical duties related to the attendance function at an assigned school site; prepare, maintain and submit mandated student attendance records and reports in accordance with the California Education Code; communicate with staff, students and parents concerning student attendance verification; and performs related duties as assigned.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Posts, verifies, documents and maintains student attendance records; receives absence information from teachers by means of student assistants; compiles and maintains a variety of attendance reports; classifies attendance data in accordance with a predetermined classification system; contacts parents or guardians via telephone or written correspondence to notify them of or make inquiries regarding absences; reviews and examines records to clarify deviations in attendance reporting; prepares admittance and tardiness slips and permits to leave school grounds; notifies parents of truancies, frequent or excessive absences and related matters; assists administrator in identifying and resolving problems of students with frequent absenteeism; reviews campus activities, such as field trips, athletic events, special programs and other events, to assure proper absentee reporting; generates master absence lists and daily period attendance reports; prepares enrollment reports as required; indicates added and dropped students; maintains accurate records for input to District ADA report; generates homework and home-teaching requests for students on extended leaves; initiates and complete student drops.

Provides clerical assistance to an administrator responsible for attendance as required; composes, types, prepares, files, purges and/or distributes a variety of correspondence, records, forms, logs related to attendance or discipline, such as, suspension letters, referral notices, detention slips, SARB (School Attendance Review Board) and ADA (Average Daily Attendance) reports; proofreads and verifies accuracy of documents; supervises, trains, and provides work direction to student assistants in basic office skills.

Initiates and receives telephone calls, takes messages, explains school and district attendance policies and procedures; provide assistance to students; participates in frequent and responsible customer contact requiring an understanding of attendance processes at a school site; resolves issues as appropriate; provides student attendance information to staff, parents and authorities as requested; assists in assuring smooth and efficient attendance office operations; assist parents with proper completion of forms.

Operates a variety of office equipment, including a computer, typewriter, scanner, calculator, copy machine, and telephone; Input a wide variety of information into a computerized database and generate records and reports; attend a variety of in-service trainings and meetings; arrange for repairs of office equipment as directed.

OTHER RELATED DUTIES

May fill in for higher-level or lower-level personnel during short term absences; may assist students injured or sick students, contacting parents or emergency assistance when necessary; with appropriate authorization, may administer medication to students in the absence of the Health Services Technician; participates in student registration activities.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – Attendance is distinguished from other Secretary positions in that the incumbents in this class perform specialized clerical support functions related to tracking and reporting school attendance accounting requiring familiarity with District attendance policies and procedures.

Secretary – Attendance/Bilingual is distinguished from Secretary – Attendance in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving public contact.

Special:

Valid first aid certification from an authorized agency.

EMPLOYMENT STANDARDS

Knowledge of:

Office procedures, practices and equipment;
State and local regulations and District policies and practices pertaining to student attendance and the enforcement of attendance policies;
Record-keeping and filing techniques;
Oral and written communication skills, including telephone techniques and etiquette;
Report preparation techniques;
Correct oral and written usage of English;
Interpersonal skills using tact, patience and courtesy;
Customer service techniques;
Proficient computer skills in data entry and software;
Basic math;
Basic first aid procedures.

Ability to:

Operate a variety of office equipment including a computer and assigned software;
Utilize correct oral and written usage of English;
Maintain files containing confidential and sensitive information;
Read, interpret, apply and explain applicable rules, regulations, policies, and procedures;
Understand and carry out verbal and written directions;
Organize, compile, plan, maintain and complete a wide variety of forms, files, records and reports;
Use sound independent judgment within general policy and procedural guidelines;
Enter, retrieve, and modify data using a computer;
Make mathematical calculations with accuracy;
Ability to type 45 words per minute from clear copy;
Establish and maintain effective working relationships with those encountered in the course of work, including students and parents/legal guardians;
Problem-solve situations accurately and adopt an effective solution;
Prioritize work, perform several tasks at one time and meet critical deadlines;
Work and learn independently with little direction;
Complete work with constant interruptions;
Take responsibility and use good judgment;
Administer basic first aid.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification , have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

EXHIBIT B

Reallocate the following employees from Secretary to Secretary – Attendance, effective February 25,2009:

Aska, Annette
Baltazar, Susan
Borbon-DeMarco, Anna Marie
Brooks, Barbara
Cabrera, Eileen
Crumley- Brooks, Anne
Denunno-Putnam, Sandra
Diulio, Francie
Encinas, Ivy
Frembling, Diane
Garcia, Debora A.
Gaxiola, Lisa
Hicks, Christine
Holden Yolanda
Hopkins, Sarah
Jensen, Eileen
Jones, Cornelia
King, Cathy
Kretz, Cory
Maliga, Cheryl
Marquez, Maria
Olson, Sharen
Patino, Margaret
Ruddell, Cheri
Salcido, Ana
Sanft, Jacqueline
Sather, Debra
Simpson, Corinne

SECRETARY – ATTENDANCE/BILINGUAL**DEFINITION:**

Under general supervision, perform a variety of specialized and clerical duties related to the attendance function at an assigned school site; prepare, maintain and submit mandated student attendance records and reports in accordance with the California Education Code; communicate with staff, students and parents concerning student attendance verification; provide oral and written translation and interpretation of materials from English to a designated second language; and performs related duties as assigned.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Posts, verifies, documents and maintains student attendance records; receives absence information from teachers by means of student assistants; compiles and maintains a variety of attendance reports; classifies attendance data in accordance with a predetermined classification system; contacts parents or guardians via telephone or written correspondence to notify them of or make inquiries regarding absences; reviews and examines records to clarify deviations in attendance reporting; prepares admittance and tardiness slips and permits to leave school grounds; notifies parents of truanancies, frequent or excessive absences and related matters; assists administrator in identifying and resolving problems of students with frequent absenteeism; reviews campus activities, such as field trips, athletic events, special programs and other events, to assure proper absentee reporting; generates master absence lists and daily period attendance reports; prepares enrollment reports as required; indicates added and dropped students; maintains accurate records for input to District ADA reports; generates homework and home-teaching requests for students on extended leaves; initiates and completes student drops.

Provides clerical assistance to an administrator responsible for attendance as required; composes, types, prepares, files, purges and/or distributes a variety of correspondence, records, forms, logs related to attendance or discipline, such as, suspension letters, referral notices, detention slips, SARB (School Attendance Review Board) and ADA (Average Daily Attendance) reports; proofreads and verifies accuracy of documents; supervises, trains, and provides work direction to student assistants in basic office skills.

Initiates and receives telephone calls, takes messages, explains school and district attendance policies and procedures; provide assistance to students; participates in frequent and responsible customer contact requiring an understanding of attendance processes at a school site; resolves issues as appropriate; provides student attendance information to staff, parents and authorities as requested; assists in assuring smooth and efficient attendance office operations; assist parents with proper completion of forms.

Provide oral and written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed.

Operates a variety of office equipment, including a computer, typewriter, scanner, calculator, copy machine, and telephone; Input a wide variety of information into a computerized database and generate records and reports; attend a variety of in-service trainings and meetings; arrange for repairs of office equipment as directed.

OTHER RELATED DUTIES

May fill in for higher-level or lower-level personnel during short term absences; may assist students injured or sick students, contacting parents or emergency assistance when necessary; with appropriate authorization, may administer medication to students in the absence of the Health Services Technician; participates in student registration activities.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – Attendance/Bilingual is distinguished from other Secretary positions in that the incumbents in this class are assigned to a school site and perform specialized clerical support functions related to tracking and reporting school attendance accounting requiring familiarity with District attendance policies and procedures.

Secretary – Attendance/Bilingual is distinguished from Secretary – Attendance in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving public contact.

Special:

Valid first aid certification from an authorized agency; Positions in this classification are required to speak, read and write in a designated second language.

EMPLOYMENT STANDARDS

Knowledge of:

Office procedures, practices and equipment;
State and local regulations and District policies and practices pertaining to student attendance and the enforcement of attendance policies;
Record-keeping and filing techniques;
Oral and written communication skills, including telephone techniques and etiquette;
Report preparation techniques;
Correct oral and written usage of English and a designated second language;
Interpersonal skills using tact, patience and courtesy;
Customer service techniques;
Proficient computer skills in data entry and software;
Basic math;
Basic first aid procedures.

Ability to:

Operate a variety of office equipment including a computer and assigned software;
Maintain files containing confidential and sensitive information;
Read, write, translate and interpret English and a designated second language;
Read, interpret, apply and explain applicable rules, regulations, policies, and procedures;
Understand and carry out verbal and written directions;
Organize, compile, plan, maintain and complete a wide variety of forms, files, records and reports;
Use sound independent judgment within general policy and procedural guidelines;
Enter, retrieve, and modify data using a computer;
Make mathematical calculations with accuracy;
Ability to type 45 words per minute from clear copy;
Establish and maintain effective working relationships with those encountered in the course of work, including students and parents/legal guardians;
Problem-solve situations accurately and adopt an effective solution;
Prioritize work, perform several tasks at one time and meet critical deadlines;
Work and learn independently with little direction;
Complete work with constant interruptions;
Take responsibility and use good judgment;
Administer basic first aid.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification , have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

EXHIBIT D

Reallocate the following employees from Secretary-Bilingual to Secretary-Attendance/Bilingual, effective February 25, 2009:

Alvarez, Araceli
Alvarez, Gemma
Armas, Norma
Arrizon, Virginia
Carr, Vanessa
Hubbard, Lupe
Licon, Cheryl
Villareal, Modesta

SECRETARY – REGISTRAR/RECORDS

DEFINITION:

Under general supervision, perform various complex clerical and statistical record-keeping duties relating to enrollment, graduation or withdrawal of students at an assigned school site, including the interpretation of incoming student transcripts; transcribe credits to conform with District standards in accordance with established policies and procedures; create, maintain, and update students' permanent records and cumulative folders; and perform related duties as assigned.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Performs and maintains permanent records of students' completed course work including grades, grade changes, tests scores, student achievements and deficiencies; requests and interprets foreign, domestic and out-of district school transcripts; reviews transcripts and coursework of enrolling students and evaluates against District and state educational and graduation standards; compiles student record information and prepares reports and summaries; assists with the development and maintenance of the master schedule; verifies student enrollment information; prepares correspondence on student status; compiles information as needed for school and private awards including loans and scholarships; maintains current knowledge of applicable codes and laws; assures compliance with established regulations and time lines; maintains lists of open enrollment, statement of residence and guardianship, and sends reminders to parents to renew forms; assists administrators by preparing and participating in pre-registration, registration, and graduation activities; prepares rosters, materials, timelines and student enrollment packets.

Assists in assuring smooth office operations; provides clerical assistance to administrator or school counselor responsible for registration and/or records as required; types, prepares, files, purges and/or distributes a variety of correspondence, records, forms, and logs related to registration, records, including memos, confidential forms and letters for the District office and/or various public or private agencies for the purpose of proof of attendance or verification of enrollment; prepares and maintains a variety of detailed narrative and statistical records related to eligibility for graduation and college application; maintains confidentiality of records and information; researches check-out destination data and ensures students have enrolled in a new school for a state-mandated dropout recovery report; prepares and distributes materials for teachers, such as class rosters, and report card scantrons; collects, mails and distributes progress reports; advises administrators and counselors of non-graduates.

Initiates and receives telephone calls, take messages, explains school and district procedures; communicates with students and parents; responds to and processes student record requests; participates in frequent and responsible customer contact requiring an understanding of a process or functional area at a school site.

Operates a variety of office equipment, including a computer, typewriter, scanner, calculator, copy machine, and telephone; Input a wide variety of information into a computerized database and generate records and reports; attend a variety of in-service trainings and meetings.

OTHER RELATED DUTIES

May fill in for higher-level or lower-level personnel during short term absences; may assist injured or sick students and contact parents or emergency assistance when necessary; with appropriate authorization, may administer medication to students in the absence of the Health Services Technician; participates in other related school activities.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – Registrar/Records is distinguished from other Secretary positions in that the incumbents in this class are assigned to a school site and perform specialized clerical support functions related to registration, enrollment, and student cumulative and permanent record maintenance requiring familiarity with District and State enrollment laws, policies, and procedures.

Secretary – Registrar/Records-Bilingual is distinguished from Secretary – Registrar/Records in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS

Experience and Education:

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

Special:

Valid first aid certification from an authorized agency.

EMPLOYMENT STANDARDS

Knowledge of:

Office procedures, practices and equipment;
State and local regulations and District policies and practices pertaining to student enrollment, graduation requirements, and the enforcement of enrollment policies;
Record-keeping and filing techniques;
Oral and written communication skills, including telephone techniques and etiquette;
Report preparation techniques;
Correct oral and written usage of English;
Interpersonal skills using tact, patience and courtesy;
Customer service techniques;
Proficient computer skills in data entry and software;
Basic math;
Basic first aid procedures.

Ability to:

Operate a variety of office equipment including a computer and assigned software;
Utilize correct oral and written usage of English;
Maintain files containing confidential and sensitive information;
Read, interpret, apply and explain applicable rules, regulations, policies, and procedures;
Understand and carry out verbal and written directions;
Organize, compile, plan, maintain and complete a wide variety of forms, files, records and reports;
Use sound independent judgment within general policy and procedural guidelines;
Enter, retrieve, and modify data using a computer;
Make mathematical calculations with accuracy;
Ability to type 45 words per minute from clear copy;
Establish and maintain effective working relationships with those encountered in the course of work, including students and parents/legal guardians;
Problem-solve situations accurately and adopt an effective solution;
Prioritize work, perform several tasks at one time and meet critical deadlines;
Work and learn independently with little direction;
Complete work with constant interruptions;
Take responsibility and use good judgment;
Administer basic first aid.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification, have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

Salary Range: CSEA - 51

EXHIBIT F

Reallocate the following employees from Secretary to Secretary-- Registrar/Records, effective February 25, 2009:

Britton, Keven
Burgner, Marilyn
Douglas, Callye
Edds, Crystal
Gilbert, Christine
Gomez, Leticia
Jackson, Karen
Javanshir, Alejandra
Kaiser, Caryn
Killion, Tonyia
King, Kartha
Lappin, Georgia
Lopez, Debra
MacKenzie, Judy
Martin, Paula
Marvin, Joyce
Orona, Sharon
Owen, Linda
Pearce, Lorna
Thomas, Darlene
Voas, Patricia
Wakeman, Peggy
Walker, Pauline
Wright, Dana
Ybarra, Luz

SECRETARY – REGISTRAR/RECORDS - BILINGUAL

DEFINITION:

Under general supervision, perform various complex clerical and statistical record-keeping duties relating to enrollment, graduation or withdrawal of students at an assigned school site, including the interpretation of incoming student transcripts; transcribe credits to conform with District standards in accordance with established policies and procedures; create, maintain, and update students' permanent records and cumulative folders; provide oral and written translation and interpretation of materials from English to a designated second language; and perform related duties as assigned.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Performs and maintains permanent records of students' completed course work including grades, grade changes, tests scores, student achievements and deficiencies; requests and interprets foreign, domestic and out-of district school transcripts; reviews transcripts and coursework of enrolling students and evaluates against District and state educational and graduation standards; compiles student record information and prepares reports and summaries; assists with the development and maintenance of the master schedule; verifies student enrollment information; prepares correspondence on student status; compiles information as needed for school and private awards including loans and scholarships; maintains current knowledge of applicable codes and laws; assures compliance with established regulations and time lines; maintains lists of open enrollment, statement of residence and guardianship, and sends reminders to parents to renew forms; assists administrators by preparing and participating in pre-registration, registration, and graduation activities; prepares rosters, materials, timelines and student enrollment packets.

Assists in assuring smooth office operations; provides clerical assistance to administrator or school counselor responsible for registration and/or records as required; types, prepares, files, purges and/or distributes a variety of correspondence, records, forms, and logs related to registration, records, including memos, confidential forms and letters for the District office and/or various public or private agencies for the purpose of proof of attendance or verification of enrollment; prepares and maintains a variety of detailed narrative and statistical records related to eligibility for graduation and college application; maintains confidentiality of records and information; researches check-out destination data and ensures students have enrolled in a new school for a state-mandated dropout recovery report; prepares and distributes materials for teachers, such as class rosters, and report card scantrons; collects, mails and distributes progress reports; advises administrators and counselors of non-graduates.

Initiates and receives telephone calls, take messages, explains school and district procedures; communicates with students and parents; responds to and processes student record requests; participates in frequent and responsible customer contact requiring an understanding of a process or functional area at a school site.

Provide oral and written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed.

Operates a variety of office equipment, including a computer, typewriter, scanner, calculator, copy machine, and telephone; Input a wide variety of information into a computerized database and generate records and reports; attend a variety of in-service trainings and meetings.

OTHER RELATED DUTIES

May fill in for higher-level or lower-level personnel during short term absences; may assist injured or sick students, and contact parents or emergency assistance when necessary; with appropriate authorization, may administer medication to students in the absence of the Health Services Technician; participates in other related school activities.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – Registrar/Records – Bilingual is distinguished from other Secretary positions in that the incumbents in this class are assigned to a school site and perform specialized clerical support functions related to registration, enrollment, and student cumulative and permanent record maintenance requiring familiarity with District and State enrollment laws, policies, and procedures.

Secretary – Registrar/Records – Bilingual is distinguished from Secretary – Registrar/Records in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS

Experience and Education:

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

Special:

Valid first aid certification from an authorized agency; Positions in this classification are required to speak, read and write in a designated second language.

EMPLOYMENT STANDARDS

Knowledge of:

Office procedures, practices and equipment;
State and local regulations and District policies and practices pertaining to student enrollment and graduation requirements and the enforcement of enrollment policies;
Record-keeping and filing techniques;
Basic communication techniques, including telephone techniques and etiquette;
Report preparation techniques;
Correct oral and written usage of English and a designated second language;
Interpersonal skills using tact, patience and courtesy;
Customer service techniques;
Proficient computer skills in data entry and software;
Basic math;
Basic first aid procedures.

Ability to:

Operate a variety of office equipment including a computer and assigned software;
Read, write, translate and interpret English and a designated second language;
Maintain files containing confidential and sensitive information;
Read, interpret, apply and explain applicable rules, regulations, policies, and procedures;
Understand and carry out verbal and written directions;
Organize, compile, plan, maintain and complete a wide variety of forms, files, records and reports;
Use sound independent judgment within general policy and procedural guidelines;
Enter, retrieve, and modify data using a computer;
Make mathematical calculations with accuracy;
Ability to type 45 words per minute from clear copy;
Establish and maintain effective working relationships with those encountered in the course of work, including students and parents/legal guardians;
Problem-solve situations accurately and adopt an effective solution;
Prioritize work, perform several tasks at one time and meet critical deadlines;
Work and learn independently with little direction;
Complete work with constant interruptions;
Take responsibility and use good judgment;
Administer basic first aid.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification, have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

Salary Range: CSEA – 53

EXHIBIT H

Reallocate the following employees from Secretary to Secretary–Registrar/Records-Bilingual effective February 25, 2009:

Fernandez, Leticia
Mendoza, Maricela
Negro, Josefina
Prieto, Luz
Selaya, Delia

SECRETARY- SCHOOL SUPPORT

DEFINITION:

Under general supervision, performs a variety of moderately complex secretarial and office support functions to the Assistant Principal and/or Counselor at an assigned school site; performs routine word processing; records management duties; and performs other related work as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Performs various secretarial support duties in support of an assigned Assistant Principal or Counselor; composes independently or from verbal instructions letters, reports, memorandum, contracts, legal documents, agendas, records, requisitions and other materials from straight copy and rough draft; provides technical information concerning policies and procedures of assigned programs or office guidelines; prepares, maintains rosters, schedules and activity calendars as assigned and distributes counselor calendars and schedules.

Establishes and maintains various record, logs and files for school office functions (i.e. counseling activities, testing, graduation); responds to inquiries and provides information and reports regarding course histories, grade point average, lost schedules, student lists and work permits; inputs a wide variety of information into computerized database and generate records and reports; proofreads and verifies accuracy of documents; maintains and purges records, logs, inventories, various files and processes paperwork; operates a computer and assigned software and a variety of office equipment.

Communicates and assists parents, students and staff regarding processes and functional area at school site; initiates and receives telephone calls, takes messages, resolves issues as appropriate and explains school and district procedures; assists staff in assuring efficient office operations; and assists in student registration activities.

OTHER RELATED DUTIES

May assist in the preparation for meetings, trainings, and parent-involved events; organization of field trips; may fill in for the Health Technician; may assist students with college or scholarship applications; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – School Support is distinguished from other Secretary positions in that the incumbents in this class perform a variety of moderately complex secretarial and office support functions to the Assistant Principal and/or Counselor at an assigned school site.

Secretary – School Support/Bilingual is distinguished from Secretary – School Support in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS

Experience and Education:

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

Special:

Valid first aid certification from an authorized agency.

EMPLOYMENT STANDARDS**Knowledge of:**

Complex office procedures, practices and equipment;
Operation of a computer terminal, current word processing and spreadsheet software and assigned school district computer systems and software;
Record-keeping, report, and filing techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Interpersonal skills using tact, patience and courtesy;
Customer service techniques;
Verbal and written communication skills;
Basic first aid procedures;
Telephone techniques and etiquette;
Proficient computer skills in data entry and software.

Ability to:

Perform and complete a wide variety of secretarial functions such as files, records and reports;
Learn, interpret, and apply District policies, rules and regulations and procedures related to an assigned program or function;
Take responsibility and use good judgment;
Communicate effectively both verbally and in writing;
Compose correspondence independently;
Function in situations requiring tact, diplomacy and discretion;
Maintain complete and accurate records and prepare concise reports;
Meet schedules and time lines;
Plan and organize work;
Prioritize work, performing several tasks at one time and meeting critical deadlines
Keyboard at a net corrected speed of 45 words per minute;
Establish and maintain cooperative working relationship;
Maintain files containing confidential and sensitive information;
Assume responsibility and use good judgment;
Learn various school calendars and schedule requirements;
Accurately compute grade point averages and other math calculations;
Administer basic first aid.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification, have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

Salary Range: CSEA-51

EXHIBIT J

Reallocate the following employees from Secretary to Secretary–School Support, effective February 25, 2009:

Barber, Cindy
Camacho, Lilia
Dalke, Margaret
Giroux, Diane
Grajeda, Renee
Gutjahr, Sharon
Halliburton, Sandra
Jacobsen, Hali
Janton, Deborah
Lara, Linda
Leavenworth, Mirna
Sato, Pamela
Thomas, Beverly
Umlah, Patricia
Zubiate, Linda

SECRETARY- SCHOOL SUPPORT/BILINGUAL

DEFINITION:

Under general supervision, performs a variety of moderately complex secretarial and office support functions to the Assistant Principal and/or Counselor of an assigned school site; performs routine word processing; records management duties; provide oral and written translation and interpretation of materials from English to a designated second language; and performs other related work as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Performs various secretarial support duties in support of an assigned Assistant Principal or Counselor; composes independently or from verbal instructions letters, reports, memorandum, contracts, legal documents, agendas, records, requisitions and other materials from straight copy and rough draft; provides technical information concerning policies and procedures of assigned programs or office guidelines; prepares, maintains rosters, schedules and activity calendars as assigned and distributes counselor calendars and schedules.

Establishes and maintains various record, logs and files for school office functions (i.e. counseling activities, testing, graduation); responds to inquiries and provides information and reports regarding course histories, grade point average, lost schedules, student lists and work permits; inputs a wide variety of information into computerized database and generate records and reports; proofreads and verifies accuracy of documents; maintains and purges records, logs, inventories, various files and processes paperwork; operates a computer and assigned software and a variety of office equipment.

Provide oral and written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed.

Communicates and assists parents, students and staff regarding processes and functional area at school site; initiates and receives telephone calls, takes messages, resolves issues as appropriate and explains school and district procedures; assists staff in assuring efficient office operations; and assists in student registration activities.

OTHER RELATED DUTIES

May assist in the preparation for meetings, trainings, and parent-involved events; organization of field trips; may fill in for the Health Technician; may assist students with college or scholarship applications; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – School Support/Bilingual is distinguished from other Secretary positions in that the incumbents in this class perform a variety of moderately complex secretarial and office support functions to the Assistant Principal and/or Counselor at an assigned school site.

Secretary – School Support/Bilingual is distinguished from Secretary – School Support in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS

Experience and Education:

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

Special:

Valid first aid certification from an authorized agency; Positions in this classification are required to speak, read and write in a designated second language.

EMPLOYMENT STANDARDSKnowledge of:

Correct oral and written usage of English and a designated second language;
Complex office procedures, practices and equipment;
Operation of a computer terminal, current word processing and spreadsheet software and assigned school district computer systems and software;
Record-keeping, report, and filing techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Interpersonal skills using tact, patience and courtesy;
Customer service techniques;
Verbal and written communication skills;
Basic first aid procedures;
Telephone techniques and etiquette;
Proficient computer skills in data entry and software.

Ability to:

Read, write, translate and interpret English and a designated second language;
Perform and complete a wide variety of secretarial functions such as files, records and reports;
Learn, interpret, and apply District policies, rules and regulations and procedures related to an assigned program or function;
Take responsibility and use good judgment;
Communicate effectively both verbally and in writing;
Compose correspondence independently;
Function in situations requiring tact, diplomacy and discretion;
Maintain complete and accurate records and prepare concise reports;
Meet schedules and time lines;
Plan and organize work;
Prioritize work, performing several tasks at one time and meeting critical deadlines
Keyboard at a net corrected speed of 45 words per minute;
Establish and maintain cooperative working relationship;
Maintain files containing confidential and sensitive information;
Assume responsibility and use good judgment;
Learn various school calendars and schedule requirements;
Accurately compute grade point averages and other math calculations;
Administer basic first aid.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification, have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of

tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

Salary Range: CSEA-51

EXHIBIT L

Reallocate the following employees from Secretary To Secretary–School Support-Bilingual effective February 25, 2009:

Duran, Laura
Munoz, Laura
Ontiveros, Marie
Ortiz, Diane

ANAHEIM UNION HIGH SCHOOL DISTRICT

SECRETARY

CLASS TITLE:

BASIC FUNCTION:

DEFINITION:

Under the general direction of an Assistant Principal ~~an administrator~~ or assigned supervisor, performs varied clerical and secretarial support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site or the District office; greets and assists visitors; assists in assuring smooth and efficient office operations; and performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Performs varied clerical and secretarial support duties involving frequent and responsible public contacts and requiring an understanding of a process or functional area at an assigned District office; assists in assuring smooth and efficient office operations; initiates and receives telephone calls; screens and routes calls; takes and relays messages; explains school and District policies and procedures; provides technical information concerning policies and procedures of assigned program or office according to established guidelines; resolves issues as appropriate; attends and assists in the coordination of a variety of meetings and events related to assigned activities; maintains rosters, schedules, and activity calendars as assigned; communicates with administrators, District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures, and information.

Sorts and files materials according to established procedures; establishes, maintains and purges departmental records, logs, inventories and various files; receives, sorts and distributes departmental mail; composes correspondence independently or from oral instructions; types letters, reports, memoranda, contracts, legal documents, agendas, records, requisitions and other materials from straight copy, rough drafts or oral instructions, including materials of a confidential nature; proofreads and verifies accuracy of documents; ~~prepare and distribute counselor calendars and schedules;~~ generates requested student lists and reports; provides clerical assistance to other departments and secretarial staff as necessary; inputs a wide variety of information into computerized database and generates a variety of reports and lists; assures the timely distribution and receipt of a variety of records and reports; requests or provides information as necessary to assure completeness and accuracy.

Operates a variety of office equipment including a copier, fax machine, calculator, typewriter, and a computer and assigned software.

~~Performs related duties as assigned.~~

OTHER RELATED DUTIES

May assist in inventorying, ordering, receiving, storing and distributing office supplies, materials and equipment; may assist in communicating with vendors to obtain price quotes and following-up with vendors concerning missing or incorrect orders; may assist in arranging for repairs of equipment as directed; may attend a variety of in-service trainings and meetings; may take, transcribe and distribute minutes of meetings as directed; may assist in training and providing work direction and guidance to clerical staff and student aides as assigned; and may prepare time sheets or assist with recording and computing employee time sheets as assigned.

~~Provide assistance to students; respond to inquiries and provide information regarding course histories, grade point average, lost schedules and work permits; process work permits for students.~~

~~Assist teachers and staff with preparing materials; duplicate, collate, staple, bind and laminate various materials;~~

distribute materials as assigned.

Attend a variety of in-service trainings and meetings

Alternative/Adult Education assignments may encompass elements from all areas above and those typically assigned to Attendance/Health Technicians on traditional school sites.

Attendance Assignments:

Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site; provide for accurate reporting for daily attendance of students; distribute and collect daily attendance sheets; receive absence information from teachers and prepare initial verified daily master absence list. **E**

Process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or are returning after an absence; input reason for absence or late arrival into computerized system. **E**

Assist administrators in identifying and resolving problems of students with frequent absenteeism; type a variety of correspondence and reports related to student attendance or discipline including School Attendance Review Board reports, notifications to parents of trancies frequent or excessive absences and related matters, collects homework requests, initiate and complete student drops. **E**

Issue off-ground passes and admittance slips to students with a valid note from parents or guardians. **E**

School Office Assignments:

Perform varied clerical and secretarial support duties in support of an assigned Assistant Principal or assigned supervisor involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; assist in assuring smooth and efficient office operations. **E**

Establish and maintain various records, logs and files for school office functions such as student counseling activities, testing, graduation; maintain and purge records, logs, inventories and various files. **E**

Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; estimate and order graduation materials such as diplomas, caps and gowns, senior portraits and other related items. **E**

Registrar Assignments: Type, file request and send cumulative student records to and from other schools according to established procedures; process requests for transcripts from outside of the District; create and maintain student cumulative files; input student grades and post report cards. **E**

Participate in student registration activities; assist parents with proper completion of forms; maintain related records and process paperwork; verify students live within District boundaries and. **E**

*School Offices are expected to work as a team. Clerical/secretarial personnel may be asked to perform duties typically assigned to other classifications during the first weeks of school and in the absence of others.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

Secretary is distinguished from other Secretary positions in that the incumbents in this class are assigned to the District office and perform specialized clerical support functions related to frequent and responsible public contacts requiring an understanding of a process or functional area at the assigned District office.

Secretary-Bilingual is distinguished from Secretary in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving public contact.

EMPLOYMENT STANDARDS**KNOWLEDGE AND ABILITIES:**Knowledge of:

Modern office practices, procedures and equipment;
Operation of a computer and assigned software;
Record-keeping and filing techniques;
Telephone techniques and etiquette;
Report preparation techniques;
Interpersonal skills using tact, patience and courtesy;
Applicable laws, codes, rules and regulations related to assigned activities;
Oral and written communication skills;
District organization, operations, policies and objectives;
Proper methods of storing equipment, materials and supplies;
Basic math;
Basic budgeting practices regarding monitoring and control;
Customer service techniques;
Proficient computer skills in data entry and software;
State of California's records retention procedures.

Ability to:

Perform varied clerical and secretarial support duties;
Communicate effectively with students, parents, staff and administration;
Interpret and explain applicable laws, codes, rules, regulations, policies and procedures;
Answer telephones and greet the public courteously;
Organize and maintain records and files;
Compile, assemble, verify and prepare data for records and reports;
Understand and follow oral and written instructions;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and time lines;
Type at 45 words per minute from clear copy;
Determine appropriate action within clearly defined guidelines;
Compose correspondence and written materials independently;
Receive, sort and distribute mail;
Understand and work within scope of authority;
Add, subtract, multiply and divide quickly and accurately;
Operate a variety of office equipment including a computer and assigned software;
Complete work with many interruptions;
Take responsibility and use good judgment;
Prioritize work, perform several tasks at one time, and meet critical deadlines;
Work independently with little direction;
Compile and maintain accurate statistical summaries and reports.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification , have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

WORKING CONDITIONS:

PHYSICAL DEMANDS

~~Dexterity of hands and fingers to operate a computer keyboard.~~
~~Hearing and speaking to exchange information in person and on the telephone.~~
~~Seeing to read a variety of materials.~~
~~Sitting or standing for extended periods of time.~~
~~Bending at the waist, kneeling or crouching to file materials.~~

WORK ENVIRONMENT

~~Office environment.~~
~~Constant interruptions.~~

Salary Range: CSEA-51

Revised: 9/23/04; 2/24/09

ANAHEIM UNION HIGH SCHOOL DISTRICT**SECRETARY-BILINGUAL****CLASS TITLE:****BASIC FUNCTION:****DEFINITION:**

Under the general supervision of an Assistant Principal ~~an administrator~~ or assigned supervisor, performs varied clerical and secretarial support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site or the District office; greets and assists visitors; assists in assuring smooth and efficient office operations; provides oral and written translation and interpretation of materials from English to a designated second language; and performs related duties as assigned.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Performs varied clerical and secretarial support duties involving frequent and responsible public contacts and requiring an understanding of a process or functional area at an assigned District office; assists in assuring smooth and efficient office operations; initiates and receives telephone calls; screens and routes calls; takes and relays messages; explains school and District policies and procedures; provides technical information concerning policies and procedures of assigned program or office according to established guidelines; resolves issues as appropriate; attends and assists in the coordination of a variety of meetings and events related to assigned activities; maintains ~~rosters, schedules, and activity calendars~~ as assigned; communicates with administrators, District and school staff, and outside organizations regarding office operations, activities, supplies, policies and procedures, and information.

Sorts and files materials according to established procedures; establishes, maintains and purges departmental records, logs, inventories and various files; receives, sorts and distributes departmental mail; composes correspondence independently or from oral instructions; types letters, reports, memoranda, contracts, legal documents, agendas, records, requisitions and other materials from straight copy, rough drafts or oral instructions, including materials of a confidential nature; proofreads and verifies accuracy of documents; ~~prepare and distribute counselor calendars and schedules~~; generates requested student lists and reports; inputs a wide variety of information into computerized database and generates a variety of reports and lists; assures the timely distribution and receipt of a variety of records and reports; requests or provides information as necessary to assure completeness and accuracy.

Provide oral and written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed.

Operates a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software.

~~Performs related duties as assigned.~~

OTHER RELATED DUTIES

May assist in inventorying, ordering, receiving, storing and distributing office supplies, materials and equipment; may assist in communicating with vendors to obtain price quotes and following-up with vendors concerning missing or incorrect orders; may assist in arranging for repairs of equipment as directed; may attend a variety of in-service trainings and meetings; may take, transcribe and distribute minutes of meetings as directed; may assist in training and providing work direction and guidance to clerical staff and student aides as assigned; and may prepare time sheets or assist with recording and computing employee time sheets as assigned.

~~Provide assistance to students; respond to inquiries and provide information regarding course histories, grade point average, lost schedules and work permits; process work permits for students.~~

~~Assist teachers and staff with preparing materials; duplicate, collate, staple, bind and laminate various materials; distribute materials as assigned.~~

Attend a variety of in-service trainings and meetings

~~Alternative/Adult Education assignments may encompass elements from all areas above and those typically assigned to Attendance/Health Technicians on traditional school sites.~~

Attendance Assignments:

~~Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site; provide for accurate reporting for daily attendance of students; distribute and collect daily attendance sheets; receive absence information from teachers and prepare initial verified daily master absence list. E~~

~~Process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or are returning after an absence; input reason for absence or late arrival into computerized system. E~~

~~Assist administrators in identifying and resolving problems of students with frequent absenteeism; type a variety of correspondence and reports related to student attendance or discipline including School Attendance Review Board reports, notifications to parents of trancies frequent or excessive absences and related maters, collects homework requests, initiate and complete student drops. E~~

~~Issue off ground passes and admittance slips to students with a valid note from parents or guardians. E~~

School Office Assignments:

~~Perform varied clerical and secretarial support duties in support of an assigned Assistant Principal or assigned supervisor involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; assist in assuring smooth and efficient office operations. E~~

~~Establish and maintain various records, logs and files for school office functions such as student counseling activities, testing, graduation; maintain and purge records, logs, inventories and various files. E~~

~~Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; estimate and order graduation materials such as diplomas, caps and gowns, senior portraits and other related items. E~~

~~**Registrar Assignments:** Type, file request and send cumulative student records to and from other schools according to established procedures; process requests for transcripts from outside of the District; create and maintain student cumulative files; input student grades and post report cards. E~~

~~Participate in student registration activities; assist parents with proper completion of forms; maintain related records and process paperwork; verify students live within District boundaries and. E~~

~~*School Offices are expected to work as a team. Clerical/secretarial personnel may be asked to perform duties typically assigned to other classifications during the first weeks of school and in the absence of others.~~

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

Secretary – Bilingual is distinguished from other Secretary positions in that the incumbents in this class are assigned to the District office and perform specialized clerical support functions related to frequent and responsible public contacts requiring an understanding of a process or functional area at the assigned District office.

Secretary – Bilingual is distinguished from Secretary in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving public contact.

Special:

Positions in this classification are required to speak, read and write in a designated second language.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES:

Knowledge of:

Correct oral and written usage of English and a designated second language;
Modern office practices, procedures and equipment;
Operation of a computer and assigned software;
Record-keeping and filing techniques;
Telephone techniques and etiquette;
Report preparation techniques;
Interpersonal skills using tact, patience and courtesy;
Applicable laws, codes, rules and regulations related to assigned activities;
District organization, operations, policies and objectives;
Proper methods of storing equipment, materials and supplies;
Basic math;
Basic budgeting practices regarding monitoring and control;
Customer service techniques;
Proficient computer skills in data entry and software;
State of California's records retention procedures.

Ability to:

Read, write, translate and interpret English and a designated second language;
Perform varied clerical and secretarial support duties;
Communicate effectively with students, parents, staff and administration;
Interpret and explain applicable laws, codes, rules, regulations, policies and procedures;
Answer telephones and greet the public courteously;
Organize and maintain records and files;
Compile, assemble, verify and prepare data for records and reports;
Understand and follow oral and written instructions;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and time lines;
Type at 45 words per minute from clear copy;
Determine appropriate action within clearly defined guidelines;
Compose correspondence and written materials independently;
Receive, sort and distribute mail;
Understand and work within scope of authority;
Add, subtract, multiply and divide quickly and accurately;
Operate a variety of office equipment including a computer and assigned software;
Complete work with many interruptions;
Take responsibility and use good judgment;
Prioritize work, perform several tasks at one time, and meet critical deadlines;
Work independently with little direction;
Compile and maintain accurate statistical summaries and reports.

Other Traits:

Dependable, flexible, use of technology, communication, listening, teamwork, planning and organizing.

PHYSICAL DEMANDS

Employees in this classification , have direct contact with the public, students and District staff, stand, sit, walk, kneel, repeated bending, reach overhead and maintain balance; lift and carry 5 to 26 lbs; use fingers repetitively with repetitive twisting or pressure involving wrist or hands; use both hands simultaneously, speak clearly and hear normal voice conversation, see small details including depth and color; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, with exposure to minor contagious illnesses (colds, flu, etc) and severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc); work independently with little supervision; in situations requiring a high degree of tact and diplomacy in possible negative situations (irate students or parents); with a high volume of work and stringent deadlines, with continuously changing priorities and interruptions.

WORKING CONDITIONS:

PHYSICAL DEMANDS

~~Dexterity of hands and fingers to operate a computer keyboard.~~
~~Hearing and speaking to exchange information in person and on the telephone.~~
~~Seeing to read a variety of materials.~~
~~Sitting or standing for extended periods of time.~~
~~Bending at the waist, kneeling or crouching to file materials.~~

WORK ENVIRONMENT

~~Office environment.~~
~~Constant interruptions.~~