

AGENDA

**Regular Meeting
 Tuesday, September 8, 2009 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: September 4, 2009 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

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

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Speed Castillo, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

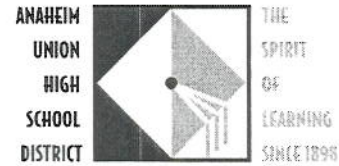
Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

	<u>Reference</u>	<u>Action</u>
5.1 Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
5.2 Approve minutes of regular meeting of August 11, 2009.	Exhibit A	Moved by _____ Seconded _____ Vote _____
5.3 Communication		No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)	Exhibit B	No Action Required
6.2 Certification/ratification of eligibility lists		
6.2.1 Approve the extension of the Food Service Assistant I eligibility list established June 10, 2008 until December 10, 2009.	Exhibit C	Moved by _____ Seconded _____ Vote _____



AGENDA

Regular Meeting
Tuesday, September 8, 2009 – 4:15 p.m.
Board Room – District Office

7.0 CLASSIFICATION AND SALARY

7.1 Approve revised job classification of Secretary at salary range CSEA-51, to Secretary-Attendance at salary range CSEA-51.

Exhibit D

Moved by _____
Seconded _____
Vote _____

7.2 Reallocate from Secretary at salary range CSEA-51, to Secretary-Attendance at salary range CSEA-51, effective September 8, 2009.

Moved by _____
Seconded _____
Vote _____

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

7.3 Approve revised job classification of Secretary at salary range CSEA-53, to Secretary-Attendance/Bilingual at salary range CSEA-53.

Exhibit E

Moved by _____
Seconded _____
Vote _____

7.4 Reallocate from Secretary-Bilingual at salary range CSEA-53, to Secretary-Attendance/Bilingual at salary range CSEA-53, effective September 8, 2009.

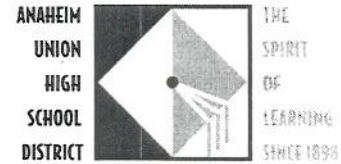
Moved by _____
Seconded _____
Vote _____

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

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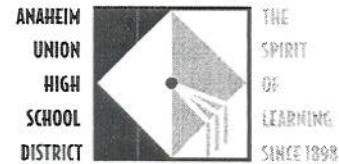
- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------|
| 7.5 | Approve revised job classification of Secretary at salary range CSEA-51, to Secretary-Program Support at salary range CSEA-51. | Exhibit F | Moved by _____
Seconded _____
Vote _____ |
| 7.6 | Reallocate from Secretary at salary range CSEA-51, to Secretary-Program Support at salary range CSEA-51, effective September 8, 2009.
April Estep
Kathleen Guyer
Leticia Hauck
Cathy Lucio
Michele Montes
Stacy Musgrave
Maricela Robles-Leos
Cheryl Stearns
Bonita Taylor | | Moved by _____
Seconded _____
Vote _____ |
| 7.7 | Approve revised job classification of Secretary at salary range CSEA-53, to Secretary-Program Support/Bilingual at salary range CSEA-53. | Exhibit G | Moved by _____
Seconded _____
Vote _____ |
| 7.8 | Reallocate from Secretary-Bilingual at salary range CSEA-53, to Secretary-Program Support/Bilingual at salary range CSEA-53, effective September 8, 2009.
Consuelo Cobian
Mercedes Galvez
Lucila Jauregui
Adriana Morales
Alicia Ramirez
Hortencia Romero
Martha Salcedo | | Moved by _____
Seconded _____
Vote _____ |
| 7.9 | Approve revised job classification of Secretary at salary range CSEA-51, to Secretary-Registrar/Records at salary range CSEA-51. | Exhibit H | Moved by _____
Seconded _____
Vote _____ |



AGENDA

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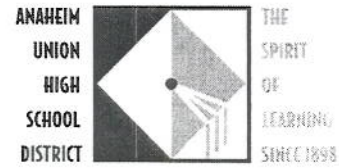
- 7.10 Reallocate from Secretary at salary range CSEA-51, to Secretary-Registrar/Records at salary range CSEA-51, effective September 8, 2009. Moved by _____
Seconded _____
Vote _____
- | | |
|---------------------|-----------------|
| Keven Britton | Debra Lopez |
| Marilyn Burgner | Judy Mac Kenzie |
| Callye Douglas | Paula Martin |
| Crystal Edds | Joyce Marvin |
| Christine Gilbert | Sharon Orona |
| Leticia Gomez | Linda Owen |
| Elvia Gutierrez | Lorna Pearce |
| Karen Jackson | Darlene Thomas |
| Alejandra Javanshir | Patricia Voas |
| Caryn Kaiser | Peggy Wakeman |
| Tonyia Killion | Pauline Walker |
| Kartha King | Dana Wright |
| Georgia Lappin | Luz Ybarra |
- 7.11 Approve revised job classification of Secretary at salary range CSEA-53, to Secretary-Registrar/Records-Bilingual at salary range CSEA-53. **Exhibit I** Moved by _____
Seconded _____
Vote _____
- 7.12 Reallocate from Secretary-Bilingual at salary range CSEA-53, to Secretary-Registrar/Records-Bilingual at salary range CSEA-53, effective September 8, 2009. Moved by _____
Seconded _____
Vote _____
- | |
|-------------------|
| Leticia Fernandez |
| Maricela Mendoza |
| Josefina Negro |
| Luz Prieto |
| Delia Selaya |
- 7.13 Approve revised job classification of Secretary at salary range CSEA-51, to Secretary-School Support at salary range CSEA-51. **Exhibit J** Moved by _____
Seconded _____
Vote _____



AGENDA

Regular Meeting Tuesday, September 8, 2009 – 4:15 p.m. Board Room – District Office

- 7.14 Reallocate from Secretary at salary range CSEA-51, to Secretary-School Support at salary range CSEA-51, effective September 8, 2009.
Cindy Barber
Lilia Camacho
Margaret Dalke
Diane Giroux
Renee Grajeda
Sharon Gutjahr
Sandra Halliburton
Hali Jacobsen
Deborah Janton
Linda Lara
Mirna Leavenworth
Lucila Lopez
Pamela Sato
Beverly Thomas
Patricia Umlah
Linda Zubiate
- Moved by _____
Seconded _____
Vote _____
- 7.15 Approve revised job classification of Secretary at salary range CSEA-53, to Secretary-School Support/Bilingual at salary range CSEA-53.
- Exhibit K**
- Moved by _____
Seconded _____
Vote _____
- 7.16 Reallocate from Secretary-Bilingual at salary range CSEA-53, to Secretary-School Support/Bilingual at salary range CSEA-53, effective September 8, 2009.
Laura Duran
Laura Munoz
Marie Ontiveros
Diane Ortiz
- Moved by _____
Seconded _____
Vote _____
- 7.17 Abolish job classification of Secretary At salary range CSEA-51.
- Exhibit L**
- Moved by _____
Seconded _____
Vote _____
- 7.18 Abolish job classification of Secretary-Bilingual at salary range CSEA-53.
- Exhibit M**
- Moved by _____
Seconded _____
Vote _____
- 7.19 Approve job classification of Instructional Assistant-Mathematics at salary range CSEA-51.
- Exhibit N**
- Moved by _____
Seconded _____



AGENDA

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Vote _____

8.0 RULES AND REGULATIONS

8.1 Approve Chapter 14 of the Personnel Commission Rules

Exhibit O

Moved by _____
Seconded _____
Vote _____

8.2 Approve Chapter 15 of the Personnel Commission Rules

Exhibit P

Moved by _____
Seconded _____
Vote _____

9.0 OTHER

9.1 Unfinished Business

No Action Required

9.2 Commissioner's Comments

No Action Required

10.0 NEXT REGULAR MEETING

Date: October 13, 2009
Time: 4:15 p.m.
Location: Board Room-District Office

11.0 **ADJOURNMENT:** _____ p.m.

MINUTES

Regular Meeting
Tuesday, August 11, 2009 – 4:15 p.m.
Board Room – District Office

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Speed Castillo at 4:15 p.m.

2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, and Ron Costello, Commissioner, and Victoria Wintering, Executive Director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS

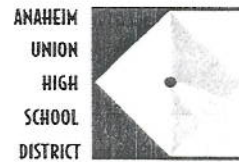
1. Carlos Cruz, equipment operator, requested a reclassification study. Dr. Wintering confirmed that she had received the paperwork on August 11, 2009.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.
- 5.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of June 9, 2009.
- 5.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the Special Meeting of June 16, 2009.
- 5.4 Communication
 - 5.4.1 Dr. Wintering discussed the Campus Safety Aide training (SB1626) and funding for lunches.
 - 5.4.2 Dr. Wintering discussed the Administrative Assistants meeting that would be held August 12, 2009 and informed the Personnel Commissioners that all secretaries will be invited to focus groups to be held by Dr. Wintering to discuss the final results of the secretary classification study.

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)
 - 6.1.1 No action was required.



MINUTES

Regular Meeting
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7.0 CLASSIFICATION AND SALARY

- 7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Reprographics Supervisor at salary range 08-M, effective August 11, 2009.
- 7.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission abolished the job classification of Director of Publications at salary range 36-A, effective August 11, 2009.

8.0 RULES AND REGULATIONS

- 8.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved Chapter 12 of the Personnel Commission Rules.
- 8.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved Chapter 13 of the Personnel Commission Rules.
- 8.3 Personnel Commission Rules, Chapter 14, First Reading.
- 8.4 Personnel Commission Rules, Chapter 15, First Reading.

9.0 CLOSED SESSION

None

10.0 OTHER

- 10.1 Unfinished Business
- 10.2 Commissioner's Comments

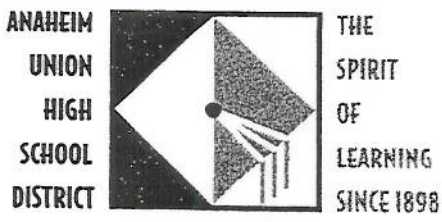
11.0 NEXT REGULAR MEETING

The next regularly scheduled meeting will be held on September 8, 2009.

12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:30 p.m.

Speed Castillo, Chairperson



ANAHEIM UNION HIGH SCHOOL DISTRICT
 PERSONNEL COMMISSION
 ELIGIBILITY LIST NO. F02-01-08

POSITION: **FOOD SERVICE ASSISTANT I
 DUAL CERTIFICATION - CONSOLIDATED**

DATE ADVERTISED: 03/31/08 – 04/18/08

NUMBER OF APPLICATIONS RECEIVED:	102
NUMBER OF APPLICANTS ADMITTED TO EXAM:	102
DATE OF WRITTEN EXAM: 04/29/08	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM:	66
NUMBER OF APPLICANTS PASSING WRITTEN EXAM:	35
NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:	49

Victoria Wintering
 VICTORIA WINTERING, DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: June 10, 2008
 EXTENDED:
 EXPIRED:

SECRETARY- ATTENDANCE

DEFINITION:

Under general supervision, perform various moderately complex clerical support and record-keeping duties related to student Average Daily Attendance and other attendance records and reports in accordance with established policies and procedures; analyze and process a variety of attendance data; communicate with staff, students, parents and community concerning student attendance; 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.

CLERICAL SUPPORT

Performs a variety of secretarial responsibilities to relieve the administrator of clerical detail; assures smooth operations of a school office; may coordinate appointments and daily schedules for administrator; screens and/or takes messages for incoming telephone calls and directs to specific administrator; greets students, parents, and visitors to school office; issues passes to students as they request appointments and as administrators schedule students; prepares documentation (e.g. homework requests, Student Attendance Review Board (SARB) packets, school attendance contracts, suspension letters, etc.) for the purpose of providing written support, developing recommendations and/or conveying information; performs record keeping, report generation and other clerical functions (e.g. perfect attendance lists/certificates, warm-body counts, monthly truancy reports, etc.) to support administrators and staff with assigned activities; monitors supplies and forms for the office, ordering when necessary.

ATTENDANCE ACCOUNTING FUNCTION:

Performs student attendance accounting and record-keeping activities within the automated student information system for the purpose of documenting and/or providing reliable student daily period-by-period attendance information; posts, enters, maintains, and updates student data and emergency cards (absence verification, tagging, emergency contacts, telephone numbers, etc.) into student information system (Zangle); reviews and verifies data from multiple sources (teacher corrections, campus activity rosters, etc.) to ensure accurate attendance accounting; provides period-by-period class rosters for substitutes and inputs student absences into Zangle; corrects discrepancies in data and resolves unexcused absences by contacting parents or guardians via telephone or written correspondence; issues re-admit slips and off campus passes; writes tardy slips; develops and revises attendance office forms; sets up automatic calling program to advise parents of student absences as assigned; notifies administrators when attendance issues arise; may write and issue disciplinary action forms to students for trancies, tardies, and other matters not acceptable within district rules; initiates student withdrawal process.

RECORD KEEPING/REPORT PREPARATION:

Creates and maintains individual student attendance files and reports related to assigned activities; organizes the storage of attendance files for all students for several years as well as the storage of reports and other documentation of records as needed; purges attendance records and reports as appropriate; uses both electronic and manual record keeping systems which allow for efficient collection, retention, and retrieval of information; prepares daily/weekly absence reports and the monthly attendance report; maintains records of students who enter and leave the school and reconciles data with attendance reports; creates query statements to print various reports.

COMMUNICATION /CUSTOMER SERVICE:

Communicates with students, parents and staff regarding attendance and related issues; assists students, staff, and visitors at the attendance counter; takes and relays messages to and from parents to students; provides information and explains District and State attendance laws, regulations and policies; provides copies of students attendance records as requested.

MISCELLANEOUS:

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; may assign and keep records of student lockers; operates a variety of office

equipment including telephone, copier, fax, computer with assigned software and peripheral equipment; attends and participates in 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; participates in other related school activities; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Secretary – Attendance 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 student attendance accounting and record-keeping requiring familiarity with District and State attendance laws, 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**Experience and Education:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable.

EMPLOYMENT STANDARDS**Knowledge of:**

Modern office procedures, practices and equipment;
Average Daily Attendance accounting procedures;
State and District laws, rules and regulations related to attendance accounting and record-keeping and confidentiality;
Report preparation, and filing techniques;
Telephone techniques and etiquette;
Correct oral and written usage of English;
Customer service techniques;
Interpersonal skills using tact, patience and courtesy;
Proficient computer skills in data entry and software;
Intermediate math.

Ability to:

Coordinate activities of the Attendance Office at an assigned school site.
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;
Evaluate, maintain and record student attendance data;
Learn software applications;
Interpret, apply and explain provisions of federal, State and District regulations related to attendance records, and reporting activities;
Establish and maintain student records and files;
Post, maintain and review records accurately;
Prepare general, statistical and special reports.
Type and input data at a net corrected speed of 45 words per minute;
Plan and organize work;
Work independently with little direction;
Meet schedules and time lines;
Understand and follow oral and written instructions;

Ability to cont'd:

Make arithmetic computations with speed and accuracy;
Work confidentially with discretion;
Complete work with many interruptions and in a timely manner;
Prioritize work, performing several tasks at one time and meet critical deadlines;
Communicate effectively both orally and in writing;
Provide customer service;
Meet and greet the public tactfully and courteously;
Establish and maintain cooperate and effective working relationships with others;
Operate a variety of office equipment including a computer terminal;
Answer telephones.

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.

SECRETARY- ATTENDANCE- BILINGUAL

DEFINITION:

Under general supervision, perform various moderately complex clerical support and record-keeping duties related to student Average Daily Attendance and other attendance records and reports in accordance with established policies and procedures; analyze and process a variety of attendance data; communicate with staff, students, parents and community concerning student attendance; provides 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.

CLERICAL SUPPORT

Performs a variety of secretarial responsibilities to relieve the administrator of clerical detail; assures smooth operations of a school office; may coordinate appointments and daily schedules for administrator; screens and/or takes messages for incoming telephone calls and directs to specific administrator; greets students, parents, and visitors to school office; issues passes to students as they request appointments and as administrators schedule students; prepares documentation (e.g. homework requests, Student Attendance Review Board (SARB) packets, school attendance contracts, suspension letters, etc.) for the purpose of providing written support, developing recommendations and/or conveying information; performs record keeping, report generation and other clerical functions (e.g. perfect attendance lists/certificates, warm-body counts, monthly truancy reports, etc.) to support administrators and staff with assigned activities; monitors supplies and forms for the office, ordering when necessary.

ATTENDANCE ACCOUNTING FUNCTION:

Performs student attendance accounting and record-keeping activities within the automated student information system for the purpose of documenting and/or providing reliable student daily period-by-period attendance information; posts, enters, maintains, and updates student data and emergency cards (absence verification, tagging, emergency contacts, telephone numbers, etc.) into student information system (Zangle); reviews and verifies data from multiple sources (teacher corrections, campus activity rosters, etc.) to ensure accurate attendance accounting; provides period-by-period class rosters for substitutes and inputs student absences into Zangle; corrects discrepancies in data and resolves unexcused absences by contacting parents or guardians via telephone or written correspondence; issues re-admit slips and off campus passes; writes tardy slips; develops and revises attendance office forms; sets up automatic calling program to advise parents of student absences as assigned; notifies administrators when attendance issues arise; may write and issue disciplinary action forms to students for trancies, tardies, and other matters not acceptable within district rules; initiates student withdrawal process.

RECORD KEEPING/REPORT PREPARATION:

Creates and maintains individual student attendance files and reports related to assigned activities; organizes the storage of attendance files for all students for several years as well as the storage of reports and other documentation of records as needed; purges attendance records and reports as appropriate; uses both electronic and manual record keeping systems which allow for efficient collection, retention, and retrieval of information; prepares daily/weekly absence reports and the monthly attendance report; maintains records of students who enter and leave the school and reconciles data with attendance reports; creates query statements to print various reports.

COMMUNICATION/TRANSLATION/CUSTOMER SERVICE:

Communicates with students, parents and staff regarding attendance and related issues; assists students, staff, and visitors at the attendance counter; takes and relays messages to and from parents to students; provides information and explains District and State attendance laws, regulations and policies; provides copies of students attendance records as requested; provides oral and basic written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed.

MISCELLANEOUS:

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; may assign and keep records of student lockers; operates a variety of office equipment including telephone, copier, fax, computer with assigned software and peripheral equipment; attends and participates in 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; participates in other related school activities; and performs other related duties as required.

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 student attendance accounting and record-keeping requiring familiarity with District and State attendance laws, 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**Experience and Education:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable.

Special:

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

EMPLOYMENT STANDARDS**Knowledge of:**

Modern office procedures, practices and equipment;
Average Daily Attendance accounting procedures;
State and District laws, rules and regulations related to attendance accounting and record-keeping and confidentiality;
Report preparation, and filing techniques;
Telephone techniques and etiquette;
Correct oral and written usage of English and a designated second language;
Customer service techniques;
Interpersonal skills using tact, patience and courtesy;
Proficient computer skills in data entry and software;
Intermediate math.

Ability to:

Coordinate activities of the Attendance Office at an assigned school site.
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;
Learn software applications;
Evaluate, maintain and record student attendance data;
Interpret, apply and explain provisions of federal, State and District regulations related to attendance records, and reporting activities;
Establish and maintain student records and files;

Ability to cont'd:

Post, maintain and review records accurately;
Prepare general, statistical and special reports;
Type and input data at a net corrected speed of 45 words per minute;
Plan and organize work;
Work independently with little direction;
Meet schedules and time lines;
Understand and follow oral and written instructions;
Make arithmetic computations with speed and accuracy;
Work confidentially with discretion;
Complete work with many interruptions and in a timely manner;
Prioritize work, performing several tasks at one time and meet critical deadlines;
Communicate effectively both orally and in writing;
Read, write, translate and interpret English and a designated second language;
Provide customer service;
Meet and greet the public tactfully and courteously;
Establish and maintain cooperate and effective working relationships with others;
Operate a variety of office equipment including a computer terminal;
Answer telephones.

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.

SECRETARY - PROGRAM SUPPORT

DEFINITION:

Under the general direction of 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; provides technical information concerning policies and procedures of an assigned program or department in the District office (Special Youth Services, Human Resources, Superintendent's Office, Health Services, Education Division, English Learner Program, Facilities, Food Services, Title One Program, etc.); assists in assuring smooth and efficient office operations; 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.

CLERICAL SUPPORT

Receives, sorts, and distributes departmental mail; schedules and coordinates meetings (School Attendance Review Board meetings (SARB), Individualized Education Program meetings (IEPs), parent meetings, Health Technician meetings, manager and lunch clerk meetings, Registrar meetings, etc.); prepares rooms and materials for meetings and events; maintains schedules as assigned (administrators, translators, SARB officer, etc.); proofing and editing correspondence (agendas, minutes, flyers, forms, etc.); type correspondence in support of an assigned administrator, program, or district department; assists parents and personnel with the proper completion of forms; provides parents with information packets and forms regarding assigned programs and tracks and reviews applications (home-teaching program, health services, Medi-Cal, Free and Reduced program, snack program, etc.); assists in assuring smooth and efficient office operations.

RECORD KEEPING

Inputs a wide variety of information into computerized databases (SELPA, Microsoft Excel, Zangle, School Dude, etc.); generates a variety of reports, lists, and queries to ensure compliance with state regulations and per request of an administrator (Free and Reduced total percentages, reports of "Anaheim Achieves", year-end Health Technician reports, student performance reports; quarterly workshop reports; monthly and yearly translation reports, English Learner testing queries, Special Youth Services queries, etc.); distributes, requests, collects and files department and program forms; files, scans, microfilms, and purges departmental records; assures the timely distribution and receipt of a variety of records and reports.

COMMUNICATION/TRANSLATION/CUSTOMER SERVICE

Performs secretarial support duties that involve frequent contacts requiring an understanding and technical knowledge of an assigned district program or an assigned department in the District office; directs people to appropriate departments within the District office; communicates effectively with district staff, students, parents, school sites, vendors and any other public contacts; resolves issues, problems, and complaints as appropriate; screens and routes calls; takes and relays messages.

MISCELLANEOUS

Attends departmental meetings and trainings; provides clerical assistance to other departments and secretarial staff as necessary; operates a variety of office equipment including a copier, fax machine, calculator, typewriter, and a computer and assigned software; inventories, orders, and distributes supplies for an assigned district program or for a department in the District office; creates work orders for maintenance and IT repairs; contacts vendors to purchase program and department materials.

OTHER RELATED DUTIES:

May fingerprint new employees and coordinate the process and procedures; may assist with substitute and volunteer processes and procedures; may prepare timesheets or assist with recording and computing employee timesheets as assigned; may assist with disciplinary processes and procedures (SARB meetings, expulsion packets, expulsion hearings, student transfer forms, ACCESS referrals, etc.); may assist with the tracking and scheduling of vaccinations, screenings, and clinics; may process requests for transcripts from outside of the District; may evaluate transcripts for microfilming or use microfilm equipment to fulfill transcript requests; may verify that students live within District boundaries; may arrange for the transportation of students involved in Special Youth Services; may assist with the enrollments, drops, and transfers for students involved in Special Youth Services; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

Secretary-Program Support is distinguished from other Secretary positions in that the incumbents in this class are assigned to the District office and provide technical information concerning policies and procedures of an assigned district program or an assigned department in the District Office.

Secretary-Program Support-Bilingual is distinguished from Secretary-Program 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:Education and Experience:

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Coursework in typing and office methods and practices, including but not limited to filing, office machines, receptionist and telephone technique is desirable.

EMPLOYMENT STANDARDS: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 district program/district department;
Correct oral and written usage of English;
District organization, operations, policies and objectives;
Proper methods of storing equipment, materials and supplies;
Intermediate 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 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;
Provide customer service;
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;

Ability to continued:

Complete work with many interruptions and in a timely manner;
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.

SECRETARY - PROGRAM SUPPORT- BILINGUAL

DEFINITION:

Under the general direction of 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; provides technical information concerning policies and procedures of an assigned program or department in the District office (Special Youth Services, Human Resources, Superintendent's Office, Health Services, Education Division, English Learner Program, Facilities, Food Services, Title One Program, etc.); 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.

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.

CLERICAL SUPPORT

Receives, sorts, and distributes departmental mail; schedules and coordinates meetings (School Attendance Review Board meetings (SARB), Individualized Education Program meetings (IEPs), parent meetings, Health Technician meetings, manager and lunch clerk meetings, Registrar meetings, etc.); prepares rooms and materials for meetings and events; maintains schedules as assigned (administrators, translators, SARB officer, etc.); proofing and editing correspondence (agendas, minutes, flyers, forms, etc.); type correspondence in support of an assigned administrator, program, or district department; assists parents and personnel with the proper completion of forms; provides parents with information packets and forms regarding assigned programs and tracks and reviews applications (home-teaching program, health services, Medi-Cal, Free and Reduced program, snack program, etc.); assists in assuring smooth and efficient office operations.

RECORD KEEPING

Inputs a wide variety of information into computerized databases (SELPA, Microsoft Excel, Zangle, School Dude, etc.); generates a variety of reports, lists, and queries to ensure compliance with state regulations and per request of an administrator (Free and Reduced total percentages, reports of "Anaheim Achieves", year-end Health Technician reports, student performance reports; quarterly workshop reports; monthly and yearly translation reports, English Learner testing queries, Special Youth Services queries, etc.); distributes, requests, collects and files department and program forms; files, scans, microfilms, and purges departmental records; assures the timely distribution and receipt of a variety of records and reports.

COMMUNICATION/TRANSLATION/CUSTOMER SERVICE

Performs secretarial support duties that involve frequent contacts requiring an understanding and technical knowledge of an assigned district program or an assigned department in the District office; directs people to appropriate departments within the District office; communicates effectively with district staff, students, parents, school sites, vendors and any other public contacts; resolves issues, problems, and complaints as appropriate; screens and routes calls; takes and relays messages; provides oral and basic written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed.

MISCELLANEOUS

Attends departmental meetings and trainings; provides clerical assistance to other departments and secretarial staff as necessary; operates a variety of office equipment including a copier, fax machine, calculator, typewriter, and a computer and assigned software; inventories, orders, and distributes supplies for an assigned district program or for a department in the District office; creates work orders for maintenance and IT repairs; contacts vendors to purchase program and department materials.

OTHER RELATED DUTIES

May fingerprint new employees and coordinate the process and procedures; may assist with substitute and volunteer processes and procedures; may prepare timesheets or assist with recording and computing employee timesheets as assigned; may assist with disciplinary processes and procedures (SARB meetings, expulsion packets, expulsion hearings, student transfer forms, ACCESS referrals, etc.); may assist with the tracking and scheduling of vaccines,

screenings, and clinics; may process requests for transcripts from outside of the District; may evaluate transcripts for microfilming or use microfilm equipment to fulfill transcript requests; may verify that students live within District boundaries; may arrange for the transportation of students involved in Special Youth Services; may assist with the enrollments, drops, and transfers for students involved in Special Youth Services; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

Secretary-Program Support-Bilingual is distinguished from other Secretary positions in that the incumbents in this class are assigned to the District office and provide technical information concerning policies and procedures of an assigned district program or an assigned department in the District Office.

Secretary-Program Support-Bilingual is distinguished from Secretary-Program 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:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Coursework in typing and office methods and practices, including but not limited to filing, office machines, receptionist and telephone technique is desirable.

Special:

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

EMPLOYMENT STANDARDS

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 district program/district department;
 Correct oral and written usage of English and a designated second language;
 District organization, operations, policies and objectives;
 Proper methods of storing equipment, materials and supplies;
 Intermediate 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 parents, staff and administration;
 Read, write, translate and interpret in English and a designated second language;
 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;
 Provide customer service;
 Establish and maintain cooperative and effective working relationships with others;
 Meet schedules and time lines;

Ability to Cont'd:

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 and in a timely manner;
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.

SECRETARY- REGISTRAR/RECORDS

DEFINITION:

Under general supervision, perform various moderately complex clerical support and record-keeping duties related to pupil enrollment, graduation/promotion, and withdrawal of students in accordance with established policies and procedures; performs specialized functions related to student records management, transcripts analysis, and data input; 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.

CLERICAL SUPPORT

Performs a variety of secretarial responsibilities to relieve the administrator of clerical detail; assures smooth operations of a school office; may coordinate appointments and daily schedules for administrator; screens and/or takes messages for incoming telephone calls and directs to specific administrator; greets students, parents, and visitors to school office; issues passes to students as they request appointments and as administrators schedule students; prepares documentation (e.g. discipline packets, parent handbook, enrollment/registration information, etc.) for the purpose of providing written support, developing recommendations and/or conveying information; develops and revises office forms; performs record keeping, report generation and other clerical functions (e.g. rank lists, graduation programs, honors and awards programs, etc.) to support administrators and staff with assigned activities; monitors supplies and forms for the office, ordering when necessary.

REGISTRATION/ENROLLMENT/WITHDRAWAL FUNCTION:

Performs enrollment and withdrawal activities within the automated student information system for the purpose of documenting and/or providing reliable student information; creates and distributes enrollment information and registration packets; ensures new students have proper registration materials (e.g. Withdrawal papers from previous school, up to date immunizations, transcript from previous school, etc); issues student agenda with school policies, discusses bus and lunch information; enters, maintains, and updates student data (guardian, address, emergency contacts, telephone numbers, test data, course history, etc.) including new students, adds, drops and related data into student information system (Zangle); verifies residency and mails letters to warn of inconsistencies or requests additional information; schedules language testing for new students; provides appropriate enrollment information to counselors, health information to Health Services Technician, discipline information to administrator and Special Education records to appropriate case carrier as assigned by the position; advises administrators/counselors of students' eligibility to register, graduate and participate in extra curricular activities; oversees withdrawal process including updating transcripts with withdrawal grades; requests, receives, evaluates and interprets incoming student transcripts and transcribes credits to conform with District standards; audits hours or credits earned for comparable courses; secures approval of administrator; inputs information and data into computer; provides transcripts to other schools according to established procedures; records grades and coordinates the preparation of grade reports; calculates grade point averages; reconciles and corrects errors in student records and grade reports; assists administrators by preparing and participating in pre-registration, registration, enrollment and graduation activities.

RECORD KEEPING/DATA MANAGMENT:

Types, files, requests, and sends cumulative student records to and from other schools according to established procedures; creates query statements to print various reports; conducts record searches including verifying birth dates, graduation dates, legal names and dates of attendance; receives, monitors, tracks, logs, maintains and reviews student cumulative, confidential, and/or drop files; organizes the storage of cumulative files for all students for several years as well as the storage of reports and other documentation of records as needed; sends student permanent records to district archives according to established time lines; uses both electronic and manual record keeping systems which allow for efficient collection, retention, and retrieval of information; compiles information for surveys and reports, immigration, employment and graduation verification; assures the accuracy of student classification data within the student information system (Zangle) by responding to system audits conducted by various District departments, such as Special Programs, Special Youth Services, and Information Systems.

COMMUNICATION/CUSTOMER SERVICE:

Communicates with various District departments and outside agencies to coordinate activities, exchange information, and resolve issues or concerns; interprets and explains policies and procedures related to assigned activities; communicates with parents and provides copies of students records as requested; assists parents with the proper completion of forms; prepares correspondence to various government, County, State and private agencies verifying student enrollment, attendance, and performance; prepares, interprets and/or evaluates student records for legal or court review, and for local, County, State and federal agencies.

MISCELLANEOUS:

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; operates a variety of office equipment including telephone, copier, fax, computer with assigned software and peripheral equipment; attends and participates in 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; participates in other related school activities; and performs other related duties as required.

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 secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable.

EMPLOYMENT STANDARDS**Knowledge of:**

Modern office procedures, practices and equipment;
Transcript evaluation and student enrollment procedures;
State and District laws, rules and regulations related to pupil enrollment, graduation, student records maintenance and confidentiality;
Record-keeping, report preparation, and filing techniques;
Oral and written communication skills, including telephone techniques and etiquette;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Customer Service Techniques;
Interpersonal skills using tact, patience and courtesy;
Proficient computer skills in data entry and software;
Intermediate math.

Ability to:

Coordinate activities of the Registrar and/or Records Office at an assigned school site;
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;

Learn software applications;
Organize, compile and evaluate data pertaining to student coursework, grades, test scores and enrollment;
Evaluate and interpret student transcripts;
Interpret, apply and explain provisions of federal, State and District regulations related to records, transcripts and reporting activities;
Establish and maintain student records and files;
Post, maintain and review records accurately;
Prepare general, statistical and special reports.
Type and input data at a net corrected speed of 45 words per minute;
Plan and organize work;
Work independently with little direction;
Meet schedules and time lines;
Understand and follow oral and written instructions;
Make arithmetic computations with speed and accuracy;
Work confidentially with discretion;
Complete work with many interruptions and in a timely manner;
Prioritize work, performing several tasks at one time and meet critical deadlines;
Communicate effectively both orally and in writing;
Provide customer service;
Meet and greet the public tactfully and courteously;
Establish and maintain cooperate and effective working relationships with others;
Operate a variety of office equipment including a computer terminal;
Answer telephones.

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

SECRETARY- REGISTRAR/RECORDS- BILINGUAL

DEFINITION:

Under general supervision, perform various moderately complex clerical support and record-keeping duties related to pupil enrollment, graduation/promotion, and withdrawal of students in accordance with established policies and procedures; performs specialized functions related to student records management, transcripts analysis, and data input; provides 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.

CLERICAL SUPPORT

Performs a variety of secretarial responsibilities to relieve the administrator of clerical detail; assures smooth operations of a school office; may coordinate appointments and daily schedules for administrator; screens and/or takes messages for incoming telephone calls and directs to specific administrator; greets students, parents, and visitors to school office; issues passes to students as they request appointments and as administrators schedule students; prepares documentation (e.g. discipline packets, parent handbook, enrollment/registration information, etc.) for the purpose of providing written support, developing recommendations and/or conveying information; develops and revises office forms; performs record keeping, report generation and other clerical functions (e.g. rank lists, graduation programs, honors and awards programs, etc.) to support administrators and staff with assigned activities; monitors supplies and forms for the office, ordering when necessary.

REGISTRATION/ENROLLMENT/WITHDRAWAL FUNCTION:

Performs enrollment and withdrawal activities within the automated student information system for the purpose of documenting and/or providing reliable student information; creates and distributes enrollment information and registration packets; ensures new students have proper registration materials (e.g. Withdrawal papers from previous school, up to date immunizations, transcript from previous school, etc.); issues student agenda with school policies, discusses bus and lunch information; enters, maintains, and updates student data (guardian, address, emergency contacts, telephone numbers, test data, course history, etc.) including new students, adds, drops and related data into student information system (Zangle); verifies residency and mails letters to warn of inconsistencies or requests additional information; schedules language testing for new students; provides appropriate enrollment information to counselors, health information to Health Services Technician, discipline information to administrator and Special Education records to appropriate case carrier as assigned by the position; advises administrators/counselors of students' eligibility to register, graduate and participate in extra curricular activities; oversees withdrawal process including updating transcripts with withdrawal grades; requests, receives, evaluates and interprets incoming student transcripts and transcribes credits to conform with District standards; audits hours or credits earned for comparable courses; secures approval of administrator; inputs information and data into computer; provides transcripts to other schools according to established procedures; records grades and coordinates the preparation of grade reports; calculates grade point averages; reconciles and corrects errors in student records and grade reports; assists administrators by preparing and participating in pre-registration, registration, enrollment and graduation activities.

RECORD KEEPING/DATA MANAGEMENT:

Types, files, requests, and sends cumulative student records to and from other schools according to established procedures; creates query statements to print various reports; conducts record searches including verifying birth dates, graduation dates, legal names and dates of attendance; receives, monitors, tracks, logs, maintains and reviews student cumulative, confidential, and/or drop files; organizes the storage of cumulative files for all students for several years as well as the storage of reports and other documentation of records as needed; sends student permanent records to district archives according to established time lines; uses both electronic and manual record keeping systems which allow for efficient collection, retention, and retrieval of information; compiles information for surveys and reports, immigration, employment and graduation verification; assures the accuracy of student classification data within the student information system (Zangle) by responding to system audits conducted by various District departments, such as Special Programs, Special Youth Services, and Information Systems.

COMMUNICATION/TRANSLATION/CUSTOMER SERVICE:

Communicates with various District departments and outside agencies to coordinate activities, exchange information, and resolve issues or concerns; interprets and explains policies and procedures related to assigned activities; communicates with parents and provides copies of students records as requested; assists parents with the proper completion of forms; prepares correspondence to various government, County, State and private agencies verifying student enrollment, attendance, and performance; prepares, interprets and/or evaluates student records for legal or court review, and for local, County, State and federal agencies; provides oral and basic written translation and interpretation of materials from English to a designated second language; translates a variety of meetings and conferences as needed.

MISCELLANEOUS:

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; operates a variety of office equipment including telephone, copier, fax, computer with assigned software and peripheral equipment; attends and participates in 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; participates in other related school activities; and performs other related duties as required.

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 secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable.

Special:

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

EMPLOYMENT STANDARDS**Knowledge of:**

Modern office procedures, practices and equipment;
Transcript evaluation and student enrollment procedures;
State and District laws, rules and regulations related to pupil enrollment, graduation, student records maintenance and confidentiality;
Record-keeping, report preparation, and filing techniques;
Telephone techniques and etiquette;
Correct oral and written usage of English and a designated second language;
Customer Service Techniques;

Knowledge of cont'd:

Interpersonal skills using tact, patience and courtesy;
Proficient computer skills in data entry and software;
Intermediate math.

Ability to:

Coordinate activities of the Registrar and/or Records Office at an assigned school site;
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;
Learn software applications;
Organize, compile and evaluate data pertaining to student coursework, grades, test scores and enrollment;
Evaluate and interpret student transcripts;
Interpret, apply and explain provisions of federal, State and District regulations related to records, transcripts and reporting activities;
Establish and maintain student records and files;
Post, maintain and review records accurately;
Prepare general, statistical and special reports.
Type and input data at a net corrected speed of 45 words per minute;
Plan and organize work;
Work independently with little direction;
Meet schedules and time lines;
Understand and follow oral and written instructions;
Make arithmetic computations with speed and accuracy;
Work confidentially with discretion;
Complete work with many interruptions and in a timely manner;
Prioritize work, performing several tasks at one time and meet critical deadlines;
Communicate effectively both orally and in writing;
Read, write, translate and interpret English and a designated second language;
Provide customer service;
Meet and greet the public tactfully and courteously;
Establish and maintain cooperate and effective working relationships with others;
Operate a variety of office equipment including a computer terminal;
Answer telephones.

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

SECRETARY – SCHOOL SUPPORT

DEFINITION:

Under general supervision, performs a variety of moderately complex clerical and office support functions for a school official/administrator at an assigned school site or school program; 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.

CLERICAL SUPPORT

Coordinates and schedules a variety of meetings/events and prepares related materials (e.g. LSPC/SARB meetings, Athletic Director meetings, Awards Night, Open House, Back-to-School Night, Job/Career fairs, field trips, recruitment presentations, etc.) for the purpose of meeting staff needs and efficiently utilizing personnel, equipment and facilities; maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned program(s) and its services to ensure proper tasks and activities occur as scheduled (e.g. master class schedule, class/sports event coverage schedule, ROP course schedules, remedial course schedule, use of facilities forms, graduation schedules, scholarship/financial aid information, standardized testing information (e.g. CAHSEE, CELDT, PSAT, etc.), and athletic/co-curricular/student activities calendars, etc.); assists with the collection and receipt of monies related to school functions (e.g. selling uniforms, student ID cards, PSAT/ACT/SAT registration, etc); issues passes to students as they request appointments and as school officials/administrators schedule students; coordinates appointments between the school officials, teachers, students, college representatives, and social worker interns; creates and maintains a variety of files, logs, lists, and reports as assigned (e.g. suspension logs, incident reports, active student cumulative files, discipline infraction logs, athletic/co-curricular eligibility logs, AP class rosters, graduate/non-graduate lists for diploma distribution, eligibility in the Local Context (ELC) list, At-Risk/Jeopardy student lists, building and grounds service requisitons, disaster preparedness plan, home teaching requests, scholarship award recipient list, etc.); assists school officials as required in compiling information related to special programs and/or compliance reviews (e.g. Special Ed., GATE, ESL, SIT, CAPP, and SMART, Extended Day, Workstudy, WASC, etc.) for the purpose of supporting them in the completion of their work activities; may assist the Senior Administrative Assistant with substitute coordination; inventories, requests, and distributes supplies as needed.

COMMUNICATION/CUSTOMER SERVICE

Screens and relays messages for school official/administrator; composes independently or from notes, a variety of materials including correspondence, memorandums, bulletins, surveys, schedules, lists, forms, and special projects; initiates and receives telephone calls and provides technical information concerning policies and procedures related to school functions (e.g. attendance, discipline, dress code, enrollment, testing, financial aid, college application deadlines and scholarships); provides assistance to students, parents, and visitors; resolves issues as appropriate; sends emails to faculty on behalf of school officials/administrators; networks with community and state agencies, private schools, colleges etc. for recruitment purposes; types proofreads and edits routine correspondence related to school functions such as incident reports, suspension letters, referral notices, and removal letters for signature.

MISCELLANEOUS

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; assists with graduation and baccalaureate activities as needed (creates and orders programs, creates list of seniors, request diplomas from vendor, assists in the preparations of graduation seating chart, etc.); verifies that new students live within District boundaries.

OTHER RELATED DUTIES:

May assist other secretaries when necessary; may assist with registration activities; may assist with P.A. system all-calls throughout the day and during drills; may take messages for teachers and schedule parent conferences; may assist with daily bulletins; 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 clerical and office support functions for a school official/administrator at an assigned school site or school program.

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:Education and Experience:

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable. Coursework in typing and office methods and practices, including but not limited to filing, office machines, receptionist and telephone technique is desirable.

EMPLOYMENT STANDARDS: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 school program/department;
Oral and written communication skills;
District organization, operations, policies and objectives;
Proper methods of storing equipment, materials and supplies;
Intermediate 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:

Coordinate activities of a school office;
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;
Communicate effectively with parents, staff and administration;
Learn software applications;
Learn, 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;
Provide customer service;
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;

Ability to Cont'd:

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 and in a timely manner;
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.

SECRETARY – SCHOOL SUPPORT/BILINGUAL

DEFINITION:

Under general supervision, performs a variety of moderately complex clerical and office support functions for a school official/administrator at an assigned school site or school program; performs routine word processing; records management duties; provides oral and written translation and interpretation of materials from English to a designated second language; and performs related duties as assigned; 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.

CLERICAL SUPPORT

Coordinates and schedules a variety of meetings/events and prepares related materials (e.g. LSPC/SARB meetings, Athletic Director meetings, Awards Night, Open House, Back-to-School Night, Job/Career fairs, field trips, recruitment presentations, etc.) for the purpose of meeting staff needs and efficiently utilizing personnel, equipment and facilities; maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned program(s) and its services to ensure proper tasks and activities occur as scheduled (e.g. master class schedule, class/sports event coverage schedule, ROP course schedules, remedial course schedule, use of facilities forms, graduation schedules, scholarship/financial aid information, standardized testing information (e.g. CAHSEE, CELDT, PSAT, etc.), and athletic/co-curricular/student activities calendars, etc.); assists with the collection and receipt of monies related to school functions (e.g. selling uniforms, student ID cards, PSAT/ACT/SAT registration, etc); issues passes to students as they request appointments and as school officials/administrators schedule students; coordinates appointments between the school officials, teachers, students, college representatives, and social worker interns; creates and maintains a variety of files, logs, lists, and reports as assigned (e.g. suspension logs, incident reports, active student cumulative files, discipline infraction logs, athletic/co-curricular eligibility logs, AP class rosters, graduate/non-graduate lists for diploma distribution, eligibility in the Local Context (ELC) list, At-Risk/Jeopardy student lists, building and grounds service requisitions, disaster preparedness plan, home teaching requests, scholarship award recipient list, etc.); assists school officials as required in compiling information related to special programs and/or compliance reviews (e.g. Special Ed., GATE, ESL, SIT, CAPP, and SMART, Extended Day, Workstudy, WASC, etc.) for the purpose of supporting them in the completion of their work activities; may assist the Senior Administrative Assistant with substitute coordination; inventories, requests, and distributes supplies as needed.

COMMUNICATION/CUSTOMER SERVICE

Screens and relays messages for school official/administrator; composes independently or from notes, a variety of materials including correspondence, memorandums, bulletins, surveys, schedules, lists, forms, and special projects; initiates and receives telephone calls and provides technical information concerning policies and procedures related to school functions (e.g. attendance, discipline, dress code, enrollment, testing, financial aid, college application deadlines and scholarships); provides assistance to students, parents, and visitors; resolves issues as appropriate; sends emails to faculty on behalf of school officials/administrators; networks with community and state agencies, private schools, colleges etc. for recruitment purposes; types proofreads and edits routine correspondence related to school functions such as incident reports, suspension letters, referral notices, and removal letters for signature; provides oral and basic written translation and interpretation of materials from English to a designated second language; translate a variety of meetings and conferences as needed.

MISCELLANEOUS

Trains and supervises student aides as assigned; keeps attendance records each period and provides input to school official/administrator regarding grades for each quarter for student aides according to attendance, attitude, and job performance; assists with graduation and baccalaureate activities as needed (creates and orders programs, creates list of seniors, request diplomas from vendor, assists in the preparations of graduation seating chart, etc.); verifies that new students live within District boundaries.

OTHER RELATED DUTIES:

May assist other secretaries when necessary; may assist with registration activities; may assist with P.A. system all-calls throughout the day and during drills; may take messages for teachers and schedule parent conferences; may assist with daily bulletins; 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 clerical and office support functions for a school official/administrator at an assigned school site or school program.

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:Education and Experience:

Any combination equivalent to: graduation from high school and two years of increasingly responsible secretarial experience. Additional experience involving student, teenager and young adult contact, and school records management is desirable. Coursework in typing and office methods and practices, including but not limited to filing, office machines, receptionist and telephone technique is desirable.

Special:

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

EMPLOYMENT STANDARDS: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 school program/department;
Oral and written communication skills;
Correct oral and written usage of English and a designated second language;
District organization, operations, policies and objectives;
Proper methods of storing equipment, materials and supplies;
Intermediate 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:

Coordinate activities of a school office;
Perform and complete a wide variety of secretarial functions such as word processing, files, records and reports;
Communicate effectively with parents, staff and administration;
Read, write, translate and interpret in English and a designated second language;
Learn software applications;
Learn, 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;
Provide customer service;
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 and in a timely manner;
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.

ANAHEIM UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SECRETARY**BASIC FUNCTION:**

Under the direction of an Assistant Principal or assigned supervisor, perform 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 assigned District office; greet and assist visitors; assist in assuring smooth and efficient office operations.

REPRESENTATIVE DUTIES:**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 truancies frequent or excessive absences and related matters, collect 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*

***E* Essential Job Functions**

Approved: 6/12/01

BOT Approved: 12/13/01

Revised: 9/23/04

District Office Assignments: Perform 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. *E*

Sort and file materials according to established procedures; establish, maintain and purge departmental records, logs, inventories and various files. *E*

Attend and assist in the coordination of a variety of meetings and events related to assigned activities; maintain rosters, schedules, and activity calendars as assigned. *E*

Receive, sort and distribute departmental mail. *E*

Take, transcribe and distribute minutes of meetings as directed. *E*

Provide clerical assistance to other departments and secretarial staff as necessary.

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*

All assignments may include:

Compose correspondence independently or from oral instructions; type 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; proofread and verify accuracy of documents; prepare and distribute counselor calendars and schedules; generate requested student lists and reports. *E*

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures; provide technical information concerning policies and procedures of assigned program or office according to established guidelines; resolve issues as appropriate; receive, route and distribute mail. *E*

Communicate with administrators, District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information. *E*

Input a wide variety of information into computerized database and generate a variety of reports and lists; assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy; maintain rosters, schedules and activity calendars as assigned. *E*

Inventory, order, receive, store and distribute office supplies, materials and equipment; communicate

with vendors to obtain price quotes; follow-up with vendors concerning missing or incorrect orders.
E

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. *E*

Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software; arrange for repairs of equipment as directed. *E*

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

Assist in training and providing work direction and guidance to clerical staff and student aides as assigned; prepare time sheets or assist with recording and computing employee time sheets as assigned.

Attend a variety of in-service trainings and meetings

Perform related duties as assigned.

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

*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.

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

ABILITY TO:

Perform varied clerical and secretarial support duties.

Approved 6/12/01

Revised 9/23/04

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.
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.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

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.

ANAHEIM UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SECRETARY/BILINGUAL**BASIC FUNCTION:**

Under the direction of an Assistant Principal or assigned supervisor, perform 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 assigned District office; greet and assist visitors; assist in assuring smooth and efficient office operations provide oral and written translation and interpretation of materials from English to a designated second language.

REPRESENTATIVE DUTIES:**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

***E* Essential Job Functions**

Approved 6/12/01

BOT Approved: 12/13/01

Revised 2/12/02, 9/23/04

graduation materials such as diplomas, caps and gowns, senior portraits and other related items. *E*

District Office Assignments: Perform 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. *E*

Sort and file materials according to established procedures; establish, maintain and purge departmental records, logs, inventories and various files. *E*

Attend and assist in the coordination of a variety of meetings and events related to assigned activities; maintain rosters, schedules and activity calendars as assigned. *E*

Take, transcribe and distribute minutes of meetings as directed.

Provide clerical and translation assistance to other departments and secretarial staff as necessary.

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. *E*

All assignments may include:

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, contracts, records, requisitions and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy of documents; prepare and distribute counselor calendars and schedules; generate requested student lists and reports. *E*

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures; resolve issues as appropriate; receive, route and distribute mail. *E*

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. *E*

Inventory, order, receive, store and distribute office supplies, materials and equipment; communicate with vendors to obtain price quotes; follow-up with vendors concerning missing or incorrect orders. *E*

Communicate with administrators, District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information. *E*

Input a wide variety of information into computerized database and generate a variety of reports and lists; assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy; maintain rosters, schedules and

Approved 6/12/01

Revised 2/12/02, 9/23/04

activity calendars as assigned. *E*

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. *E*

Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software; arrange for repairs of equipment as directed. *E*

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

Assist in training and providing work direction and guidance to clerical staff and student aides as assigned. Prepare time sheets pr assist with recording and computing employee time sheets as assigned.

Attend a variety of in-service trainings and meetings

Perform related duties as assigned.

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

*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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Correct oral and written usage of English and a designated second language.
- Operation of a computer and assigned software.
- Record-keeping and filing techniques.
- Telephone techniques and etiquette.
- Report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- 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.

Approved 6/12/01

Revised 2/12/02, 9/23/04

ABILITY TO:

Perform varied clerical and secretarial support duties.
Utilize correct oral and written usage of English and a designated second language.
Read, write, translate and interpret English and a designated second language.
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.
Maintain records and files.
Compile, assemble, verify and prepare data for records and reports.
Plan and organize work.
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.
Work independently with little direction.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

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.

INSTRUCTIONAL ASSISTANT – MATHEMATICS

DEFINITION:

Under general supervision, assists a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment in the area of mathematical concepts and comprehension; performs a variety of clerical and supportive tasks for instructional personnel; 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.

SUPPORT TO STUDENTS:

Tutor individual or small groups of students in the area of mathematical concepts and comprehension; reinforce instruction as directed by teacher and using math computer lab; monitor and oversee student drills, practices, and assignments in areas related to enhancing math skills; assists with instructing and assessing student mathematical abilities in critical thinking, comprehension, reasoning, and analysis, in a wide variety of subjects and concepts: algebra, geometry, trigonometry, and statistics, varying from basic to advanced levels; work in groups and individually with students in correctly understanding, reading and writing math problems and math vocabulary to increase and improve mathematical abilities using structured lesson plans; assist in identification of math vocabulary; drills students in math problems; reinforces math skills through individualized instruction; assist students in learning activities such as drills, practices and exercises after instruction has been given by the teacher; assess students learning needs based on performance in individual tutoring sessions.

SUPPORT TO TEACHER:

Assist with the implementation of lesson plans; administer various tests as directed; grade student tests and assignments; record grades; instructional materials, packets and homework assignments; reads, checks and corrects assignments; provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials; perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records and files as assigned.

CLASSROOM ENVIRONMENT SUPPORT:

Observe and control behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior to certificated teacher; assure student understanding of classroom rules and procedures; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; operate a variety of classroom and office equipment including a computer, copier, overhead projector and laminator as assigned; attend meetings and in-service trainings as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.

Education & Training

Graduation from high school or equivalent, and completion of twelve college semester units, or equivalent, related to mathematics and, OR completion of twenty college semester units, or equivalent, eight of which must be related to mathematical concepts.

Experience:

Six months experience working in an organized educational/academic/tutoring setting assisting with instruction in development of mathematical skills.

Licenses and Other Requirements:

Paraprofessionals who assist in classroom instruction must meet the following requirements as set forth in the No Child Left Behind Act of 2001:

Must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR, may meet requirement with possession of an Associate's or higher level degree in the field of education.

EMPLOYMENT STANDARDS:

Knowledge of:

Advanced mathematical abilities, including, algebra, geometry, trigonometry, and statistics.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of a standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Safe practices in classroom activities.
Computers applications including word processing, spreadsheet, and math lab applications.

Ability to:

Assist with instruction and related classroom activities or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Perform a variety of clerical duties in support of classroom activities.
Assists students in a variety of math subjects and concepts (algebra, geometry, trigonometry, and statistics) at varying levels of ability.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Maintain records and files.
Identify situations which require the assistance of additional personnel.
Utilize basic to complex math software.
Understand and utilize the concepts of data and word processing systems.

PHYSICAL DEMANDS:

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs. or more with assistance, climb stairs, stoop/bend repeatedly, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands and legs simultaneously, push, pull, maintain balance, kneel, crawl, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision, distinguish shades, and see small details and long distances, use a computer and telephone.

WORK ENVIRONMENT:

Employees in this classification work inside exclusively, work with loud noises, chemicals, sharp objects, electrical hazards, and dust, may be exposed to minor contagious illnesses, work without guidance from supervisor in direct contact with public, and other District staff, high volume of work and tight deadlines, continuous interruptions and changing priorities.

VACATION

14.1 Vacation (60.400.1)

14.1.1 **Vacation/Confidential and Management Employees.**

Classified confidential and management personnel, will earn vacation in each fiscal year computed as follows:

12 month work year	22 23 days
11 month work year	21 22 days
10 month work year	20 21 days
9 month work year	19 20 days

Confidential and management employees working less than 12 months will have their additional vacation days added to their base vacation amount on a prorated basis. Upon employment, classified confidential and management employees will earn vacation for that fiscal year on a prorated basis.

14.1.2 **Vacation Carry-Over**

Classified confidential and management personnel may accumulate vacation credit to a total 29 days from previous years ~~not to exceed that which the employee could earn in 15 months.~~ **Vacation to be carried-over in excess of the vacation entitlement requires approval of the Superintendent or designee.** ~~except that~~ When a confidential or management employee is not permitted to take their full annual vacation, the amount not taken shall accumulate for use in the next year or be paid for, in cash, at the option of the Superintendent **or designee.**

14.1.3 **Vacation Scheduling**

Vacation shall be taken only at times as scheduled and approved by the supervisor.

14.1.4 **Vacation upon Termination of Employment**

Classified confidential and management personnel who resign, retire or are terminated and have taken vacation not yet earned, will have a prorated amount deducted from their final paycheck. On separation from service, the confidential and management employee shall be entitled to lump sum compensation for all earned and unused vacation at the rate of pay applicable to their last regular assignment. ~~except that employees who have not completed six (6) months of employment in regular or restricted status shall not be entitled to such compensation.~~

14.1.5 **Interruption of Vacation**

A vacation, once having commenced, shall be terminated only by the employee returning to work, being laid off, being terminated from employment, hospitalization of the employee, or death of a member of the immediate family. Members of the immediate family **are defined in these Rules.** ~~as used by this policy, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister of the employee, or any relative living in the immediate household of the employee.~~

14.1.6 Vacation Scheduling for Probationary Employees

Probationary employees may take vacation as approved by their supervisor. **During the probation period, vacation may only be taken after days have been earned unless approved by supervisor.** ~~Said vacation shall not become a vested right nor may it be utilized until completion of the initial six (6) months of employment. Upon successful completion of the six (6) months initial probationary period,~~ Confidential and management employees shall accumulate vacation from their date of hire at the regular rate of pay earned at the time the vacation is commended.

14.1.7 Earned Vacation

~~Every confidential and management~~ **Classified** employees shall earn vacation **at all times while in a paid status including paid holidays and all** paid leaves of absence, **the vacation time does not include overtime.** ~~at the prescribed rate. Confidential and management employees who are on leave to serve in limited term assignments during periods when they are not regularly assigned, shall earn vacation during such limited term assignments. Vacation shall also be earned during any paid leave of absence.~~

~~Confidential and management employees whose work year is less than 12 months shall use earned vacation during the fiscal year in which such vacation is earned.~~

Reference: Education Code 45190, 45197

RULE 15

HOLIDAYS

15.1 Holidays Pay-(70.300)

15.1.1 Holidays for Classified Employees

Regular classified employees shall be entitled to paid holidays which occur during their assigned work year, subject to the eligibility provisions of this Rule.

Authorized holidays are:

**Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day Before or After Christmas Day
New Year's Day
Day Before or After New Year's Day
Martin Luther King, Jr. Day
Lincoln Day
Washington Day
Friday of Spring Break
Memorial Day**

15.1.2 President/Governor Declared Holidays

In addition to the holidays listed in this Rule, regular classified employees shall be entitled to a paid holiday for any day approved by the President of the United States or the Governor of the State of California as a public fast, thanksgiving or holiday.

15.1.3 Holiday Pay

Any day defined as a holiday by these Rules shall be paid at the regular rate of pay the employee would have received had the employee worked that day.

15.1.4 Pay for Working on a Holiday

Regular classified employees required to work on a holiday shall be paid their regular pay for the holiday, plus one and one-half times their regular rate of pay for all hours worked on the holiday. Compensatory time off may be earned at the same rate.

15.1.5 Eligibility (70.300.1)

All regular classified employees shall will be entitled to ~~paid~~ payment for Board authorized holidays ~~under this Rule,,~~ provided that they were in a paid status during any portion of their **scheduled work day **either** immediately preceding or succeeding the holiday. **A regular classified** employee who **is** are not normally assigned to **work** duty during **student recess periods within the regular school term** the school holidays which include ~~December 25 and January 1~~ shall be paid for **any holiday that falls within the recess,** those two holidays, provided that they were in a paid status**

during any portion of their **scheduled** working day **either** of their normal assignment immediately preceding or succeeding the **recess** holiday period.

15.1.6

Weekend Holidays

When a holiday falls on Saturday, the **holiday shall** ~~preceding Friday will~~ be observed **on the preceding work day**. When a holiday falls on Sunday, the **holiday shall** ~~following Monday will~~ be observed **on the succeeding work day..**

Reference: Education Code 45203