

Corning Union Elementary School District
Job Description

JOB TITLE: SECRETARY/BOOKKEEPER

Salary Range:	21	Department:	Clerical
Reports To:	Site Administrator	Approved by:	Board of Trustees January 14, 1997

POSITION SUMMARY:

To perform school site bookkeeping duties. To perform secretarial duties for the site principal and support staff.

ESSENTIAL FUNCTIONS:

Bookkeeping duties include: maintaining the general and categorical school site budgets, student body accounts, preparing payroll for substitute employees, site budget preparations, conference reimbursement for staff, maintaining Mandated Cost Information Log.

Prepare purchase orders for office supplies, placing and receiving orders.

Secretarial duties include: type, distribute, and maintain various documents of a confidential nature (IEP, SST, reports, grants), compose correspondence including parent notification of excessive absences, SARB referrals, Principal's memos and communiques, agendas, minutes, and other related duties.

Track student attendance and prepare related monthly reports.

Prepare student and teacher handbooks, Proposition 198 report card.

Communicate with the District Office of personnel absences.

Ability to exercise discretion, tact, and confidentiality when meeting with the public.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Enroll new students, request and dispense student records.

Assist in directing children to their proper destination before/after school.

May help supervise student assistants/work experience students.

May act as health aide as needed.

Mail distribution.

QUALIFICATIONS:

High school diploma or the equivalent.

Demonstrated bookkeeping aptitude.

Three years of increasingly responsible secretarial experience is desirable.

Ability to type 60 net words per minute.

Working knowledge of various computers and software.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to read, write, speak, and understand English well.