

JOB DESCRIPTION
Nogales Unified School District #1

SITE SECRETARY-GUIDANCE DEPARTMENT NHS

Purpose Statement:

The job of SITE SECRETARY-GUIDANCE DEPARTMENT NHS is done for the purpose/s of providing administrative and secretarial support to assigned school personnel; coordinating activities of assigned administrative personnel; ensuring compliance of activities under area of responsibility with financial, legal and administrative requirements; and providing information, recommendations and/or direction as may be requested by assigned administrator.

This job reports to PRINCIPAL

Essential Functions

- Compiles data from a variety of sources within the department (e.g. statistical and various types of reports, time tables, school directory, bell schedule, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes documents (e.g. standardized correspondence, bulletins, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a variety of activities within the department (e.g. task assignments, meetings, site in-service day activities, workshops, travel and accommodations, parent/student conferences, appointments, logging students into office, office aides, senior convocation, scholarship program (screens all scholarships from outside sources with senior counselor, advertises and makes scholarships assessable to senior students), attendance, grades, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Coordinates Nogales Educational Foundation (e.g. application process, scholarship donor contracts, organizes and coordinates the application process for the scholarships selection committee, works with foundation treasurer, forwards donors checks to foundation, keeps records, pays students, keeps records of receipts, types scholarship report, attends meetings) for the purpose of of handling the day to day processes of the organization.
- Evaluates situations within the department (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains database (e.g. power school) for the purpose of ensuring accurate information.
- Maintains documents, files and records for department (e.g. documentation/testing of cumulative records files for student body, transcript update) for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned department activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares written materials for the department (e.g. reports, memos, letters, agendas, minutes, flyers, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. updating of senior student records, notification of seniors status to parents and administration, college application process for students applying for out of state schools, financial aid, college testing, scholarships, memos, etc) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned department personnel (e.g. Counselors, Curriculum Leaders//Senior Academic Advisors) for the purpose of providing assistance with administrative functions and effectively running the department.

Other Functions

- Assists other personnel (e.g. translation, home work requests from parents, proper protocol for office) for the purpose of supporting them in the completion of their work activities.

- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Presents information on department procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful, computer operation/skills office methods and procedures, internet

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality, meeting deadlines and schedules, working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 0% walking, and 20% standing. The job is performed under in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 5