

GREENFIELD UNION SCHOOL DISTRICT JOB OPPORTUNITY

Job Title:	Site Secretary	Job Category:	CLASSIFIED
Location:	Greenfield Middle School	Job Code:	300431
Salary:	\$25.63 - \$33.16 (43- CL31) (Max entry step 3, unless determined to be a promotion for an internal candidate)	Work Cal:	8 hours/214 days/12 months
Date Posted:	04/07/2025	Closing Date:	04/25/2025
Applicants apply at: WWW.GFUSD.NET			
JOB REQUIREMENTS:	<ul style="list-style-type: none"> • High school graduation or equivalent; including or supplemented by coursework in typing/keyboarding, data entry, record management, and general office practices, (AA preferred Proficient Computer Skills, ability to use Word processing and database software • Valid TB test • Maintain current first aid/CPR certification • Experience in an office setting preferred • Bilingual preferred. • Type at least 45 words per minute (certification may be required) <p>Applicants who do not include all the required documents with their application will not be considered for the position.</p>		

JOB SUMMARY:

Under general supervision of the school site administrator, serves as secretary and overall office manager, performs a variety of organizational and secretarial duties including those responsibilities of student information management and information. Duties performed are designed to relieve the school administrator of office and routine responsibilities by planning, organizing, and participating in the school office administrative operation.

QUALIFICATIONS:

Knowledge of:

- Modern office practices, methods, and procedures.
- Appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts.
- Standard office machines and equipment, including computer terminals and microcomputers, and appropriate software including Microsoft Office/Google applications.
- Automated record-management and filing systems, receptionist and telephone techniques. California Education Code and District attendance policies/regulations.
- Operational procedures and policies, rules, regulations, and legal provision pertaining to student enrollment and attendance matters.

Ability to:

- To implement organizational framework/expectations for front office staff as directed by site administrator
- Perform general clerical work of average difficulty with speed and accuracy.
- Read and comprehend simple instructions, short correspondence, and memos
- Make simple arithmetic calculations with speed and accuracy.

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- Communicate both orally and in writing in a clear and concise manner.
- Type or keyboard at a net corrected speed of 45 words per minute.
- Understand and carry out oral and written directions.
- Hear and speak to exchange and retrieve information in person and on the telephone.
- Establish and maintain cooperative working relationships.
- Apply policies and procedures related to the assigned duties and responsibilities of the position.
- Maintain strict confidentiality.
- Assist in the implementation of student care plans and ensure implementation.
- Deescalate dissatisfied parents/community members.
- Work independently with little direction
- Develop system organizations of student files, and pending records.
- Follow oral and written directions
- Develop a system organization of student files, and pending records

DUTIES AND RESPONSIBILITIES (Sample of daily duties, not limited to the following):

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by the school principal.
- Handles emergencies concerning employees and/or students, making decisions independently or recommending action as appropriate consistent with site administration goals and vision.
- Manage all aspects of the Student Information System (ensuring the integrity of student demographic, health, scheduling, and academic data)
- Maintain Aeries at the site level to ensure compliance with CALPADS/CALSAS systems
- Maintain/update school/department website/calendar
- Serves as a school site information resource person, acting as a liaison between schools, departments, district office, and other locations. Interact with the public, staff, parents, and students, answer and multi-line telephone system, and answer questions relating to the site operations with a positive and professional demeanor.
- Maintains a high degree of professionalism regarding all aspects of the school site operation.
- Establishes, maintains, and ensures proper use of files, which may include student and employee payroll records.
- Maintain custody of confidential student files, ensuring files are obtained and maintained effectively
- Manage all aspects of student enrollment and attendance reporting, maintaining accurate electronic and hard copy records, and monitors and verifies student eligibility/placement
- Manage or performs routine actions concerned with registration and release of students including in-depth knowledge of the chain of custody orders.
- Oversee and assist with the organization of student health records, plans, and ensure assigned staff adheres to plans as written.
- Lead and provide indirect supervision (non-evaluative) of all office/program assistant(s) and other classified staff, develop, train, and recommend corrective action as necessary on a timely basis and in accordance with school administration expectations.
- Manage front office, and develop necessary communications internally and externally
- Demonstrate knowledge and support of Greenfield Union School District's mission, vision, and value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
- Coordinates certificated and classified daily substitute assignments.
- Serves as secretary to the Principal with service responsibilities to all members of the school staff.
- Plans and performs a variety of office functions not requiring the immediate attention of the Principal

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- Collect, compile, organize and record a variety of data related to attendance, enrollment, registration, payroll, equipment inventory and student activities, prepare and maintain related records, files, and logs.
- Oversees the visitor management system and facilitates outsiders/visitors to campus and safe release of students
- Maintain pertinent legal documents (e.g. Custody/Restraining Orders) as they pertain to students
- Assists students and parents on routine matters and various emergencies, and refers special problems to the Principal.
- Maintains the inventory of supplies for classrooms, school, and office, requisitions supplies, checks in and distributes supplies.
- Requisition, receive, store, and distribute supplies and office materials, maintain materials and equipment inventory as assigned.
- Attend and participate in regularly scheduled meetings/committees as necessary and with District Office administrative staff (e.g. Assistant Superintendent of Educational Services)
- Oversee the distribution and processing of student report cards and progress reports as directed by site administration.
- Facilitate the employee Workers Comp process at the site level and student accident reports
- Dispenses pertinent information and direction regarding site programs, events, and procedures
- Copies, collates, and distributes materials, rosters, memos, informational packets, and other correspondence as required.
- Maintain current first aid/CPR certification, completes annual medication and general health training, determine the needs of students entering the health room with injuries and illness when the assigned staff is not present, and administer first aid as necessary.
- Assists students in a range of daily living skills, including but not limited to, diapering/toileting as directed site administration or designee.
- Informs administration of potential student problems or parental concerns.
- Prepares, sorts and distributes school/district mail/interoffice mail.
- Oversees the daily student attendance and leads classified staff assigned to student attendance (e.g. Office Clerk/Attendance Clerk, SIF) to address truancy and excessive absences in preparation for SARB.
- Performs other duties and responsibilities as required by the Superintendent or designee, in order to accomplish the goals and objectives of the district.

WORKING CONDITIONS:

ENVIRONMENT: Office environment; subject to constant interruptions; driving to off-site locations to conduct work; supervision responsibilities including day and evening outdoor activities.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects; frequent walking of the school site.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job included close vision, depth perception, and ability to adjust focus.

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Conduct verbal conversation in English or other designated language.
- Hear normal range verbal conversation (approximately 60 decibels.)
- Sit, stand, stoop, kneel, bend, and walk.
- Sit for sustained periods of time.
- Kneel or squat for extended periods of time.
- Climb slopes, stairs, steps, ramps, and ladders.
- Sustain strenuous manual labor for two (2) hours.
- Exhibit full range of motion for shoulder external rotation and internal rotation.
- Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
- Demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
- Work with cleaning solutions, disinfectants, and sanitizers in a safe and effective manner without allergic reaction.

- Seldom: Less than 25% 2. Occasional: 25%-50% 3. Often: 51%-75% 4. Very Frequent: 76% or more

<u>4</u>	a.	Ability to work at a desk, conference table or in meetings of various configurations.
<u>4</u>	b.	Ability to stand for extended periods of time.
<u>4</u>	c.	Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
<u>4</u>	d.	Ability to hear and understand speech at normal levels.
<u>4</u>	e.	Ability to communicate so others will be able to clearly understand a normal conversation.
<u>3</u>	f.	Ability to bend and twist, stoop and kneel, crawl, push, pull.
<u>1</u>	g.	Ability to lift <u>50</u> lbs.
<u>2</u>	h.	Ability to carry <u>40</u> lbs.
<u>4</u>	i.	Ability to reach in all directions.

EVALUATION:

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement if applicable. The evaluation will be completed by the Site Principal or his/her designee.

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RIGHT TO REVISE: This job description is not meant to be all-inclusive, and the school reserves the right to revise the job description as necessary without advance notice

The Greenfield Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:		
Equity Compliance Officer: Ramon Hendrix--Superintendent 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 hendrixr@gfusd.net	Title IX Coordinator: Dr. Debra Thompson – Assistant Superintendent of Student Services 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 titleIX@gfusd.net ,	Section 504 Coordinator: Jennifer Morales – Coordinator of Health Services 205 McKee Rd Bakersfield, CA 93307 661-837-6130 moralesj@gfusd.net

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