

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: August 20, 2008

Salary Schedule: 20; Row: 23

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: SECRETARY II - INSTRUCTIONAL DATA SUPPORT

JOB PURPOSE STATEMENT: Under supervision, to provide difficult secretarial and clerical support to administrative functions and work with data from SASI, EADMS/INSPECT/WHAT and Excel to support educational improvement.

JOB FUNCTIONS:

- Supports the administration to provide assistance with their administrative functions
- Downloads student information from SASI to update the EADMS fields weekly
- Maintains the EADMS/INSPECT/WHAT systems (e.g., locate and print out district, site and teacher data reports, scans INSPECT test, maintain INSPECT district benchmark assessments, communicates with EADMS web-based site managers)
- Utilizes SASI inquiry functions
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) to communicate information to school and district personnel, the public, outside agencies, etc.
- Responds to inquires of the public, staff, students, and outside agencies to provide information and/or direction as may be required
- Processes documents and materials (e.g. schedules, agendas, mail, etc.) to disseminate information to appropriate parties
- Attends meetings as assigned to convey and/or gather information required to perform the job functions
- Performs a variety of difficult secretarial and clerical work
- Functions well in a busy office environment
- Operates standard office equipment including use of basic computer applications

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JOB FUNCTIONS – continued

- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetic calculations
- Demonstrates organizational skills
- Works independently with speed and accuracy
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Two years of experience in secretarial and clerical work, preferably in a school

Experience – continued

experience setting

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 50 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.