



**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
426 North Blackstone, Tulare, CA 93274



**Secretary to Assistant Superintendent of Curriculum, Technology and Assessment**  
Revised 5/18

**DEFINITION**

Under the supervision of the Assistant Superintendent of Curriculum, Technology and Assessment, performs complex clerical and routine administrative work; and other related duties as required.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Provide confidential services to the office of the Curriculum and Instruction Department. E
- Attend to administrative details on special matters assigned by the Assistant Superintendent of Curriculum and Instruction. E
- Compose correspondence on own initiative on matters not requiring personal responses by the Assistant Superintendent. E
- Distribute mail, type reports, memorandums, assessment calendars and other documents. E
- Compile and write reports in accordance with written or oral instructions. E
- Maintains special confidential correspondence and administrative files. E
- Primary responsibility for maintaining accurate records of expenditures for textbooks, instructional and other material, as directed, and write reports as required. E
- Direct and assist with mailing information to the different stakeholders including the administrators, certificated staff, classified staff, parents, and other community members as directed. E
- Order material and equipment for teachers, makes conference arrangements, may handle agendas and minutes for various committees and workshops as assigned. E
- Prepare a variety of forms for teachers and other individuals as assigned. E
- Position also requires supervisory ability for support staff as may be necessary. E
- Write and complete yearly CBEDS process including completing forms and gathering data. E
- Assist and provide support for the receptionist area including answering phones and assisting in the main lobby to provide coverage as necessary. E
- Gather data and complete forms on a yearly basis or as required for School Accountability Report Cards process. E
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education**

High School Diploma or equivalent  
Some college coursework desired

**Experience**

Three years of progressively responsible secretarial experience desired

**Licenses and Other Requirements**

DOJ and FBI fingerprint clearance  
Negative TB test within the last four years  
Type 50 words per minute with speed and accuracy

**KNOWLEDGE AND ABILITIES**

**Knowledge of**

- Modern office methods of filing and clerical procedures.
- Acceptable telephone etiquette.
- Computer entry, storage, and retrieval functions.

- Policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
- Record keeping techniques.
- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- District policies, rules and regulations.

### **Ability to**

1. Compose letters in acceptable style with minimum assistance.
2. Maintain a calendar of the supervisor's appointments.
3. Maintain an adequate filing system and be able to retrieve data quickly.
4. Take notes and records of meetings, conferences, etc.
5. Be punctual and regular in attendance.
6. Maintain confidentiality in matters regarding employees and/or students.
7. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
8. Use good judgment while recognizing the scope of authority.
9. Perform clerical duties including proofreading for correct spelling and proper English grammar usage.
10. Meet students, parents, staff, and the public tactfully and courteously
11. Work harmoniously with fellow employees.
12. Operate computer and printer and other office machines with advanced skills in the operation including word processing and data base software.
13. Compile and maintain accurate and complete records and reports.
14. Understand and follow oral and written instructions.
15. Answer questions by telephone, in person, and e-mail in a respectful manner.
16. Organize tasks and complete with efficient use of time.
17. Create correspondence databases, spread sheets, and various publications.
18. Maintain cooperative relationships with coworkers and the general public.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor office environment subject to frequent interruptions.

### **Physical Demands**

- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Occasional bending, reaching, and stretching.
- Occasional pushing, pulling, and dragging.
- Occasional kneeling, crouching, and squatting.