

TENTATIVE AGREEMENT

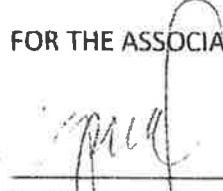
Between the
California School Employees Association
And Its Acton/Agua Dulce Chapter #473
And The
Acton-Agua Dulce Unified School District

Regarding updated job description enclosed:

District Secretary/School

Dated: 4/13/18

FOR THE ASSOCIATION:

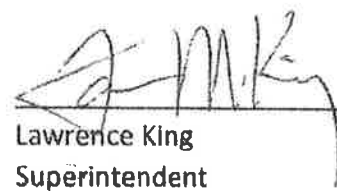


Guido Jaramillo
Chapter President
Chapter #473
District



Anna Osborn
Labor Relations Representative
California School Employees Association

FOR THE DISTRICT:



Lawrence King
Superintendent
Acton/Agua Dulce Unified School



ACTON AGUA DULCE

District Secretary/School

General Purpose:

- Under direction of the Assistant Superintendent and or **designee** provides secretarial duties to support assigned administrative personnel; communicating information to staff, student, and the public.

Recommended Qualification:

- Minimum of two years' experience in a related field, preferably in a school district setting.
- High School diploma or equivalent.
- Ability to perform clerical work with speed and accuracy.
- A work history demonstrating dependability and reliability.

Distinguishing Characteristics:

A **District Secretary/Secretary** is distinguished from other secretarial clerical staff in that they may provide general office administrative support services and provide backup to other administrative staff.

Essential Duties and Responsibilities:

Duties listed below are intended only as illustrations of the various types of work that may be performed.

- Serve as a secretary to the **administrative staff or designee**, as well as, supports district administrative staff.
- Establish and maintain a variety of record keeping, reference and data collection systems at school and district level (examples include but are not limited to: registrations, releases or transfers students; student and staff attendance, substitute finder; purchase orders).
- Performs health related duties for students.
- Handles general office functions such as phones, filing, and reception duties.
- Provides information concerning school and district policies, procedures and schedules as appropriate; maintain school and district facility use calendar and assists with district events.
- Establish and maintain effective rapport with students, parents, and community members.
- Assists other district departments as needed.
- Becomes a productive and active team member.
- Other **related** duties as assigned.

Ability to:

- Build and maintain good relationships.
- Operate a computer, use word processing, spreadsheet and other business software.
- Prepare clear, accurate and concise records and reports.

- Maintain sensitive and confidential information.
- Use tact, discretion and diplomacy in dealing with sensitive situation and concerned patrons.

Physical and Mental Demands:

Essential Job Functions:

- Visual ability to read handwritten or typed documents, display screen of various office equipment and machines.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximate 60 decibels).
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, and ramps.
- Able to carry and lift 25 pounds.
- Able to exhibit full range of motion for: Shoulder external rotation and internal rotation. Shoulder abductions, adduction, extension and flexion.
- Backlateral flexion.
- Hip flexion and extension.
- Knee flexion.

Physical: Good physical condition, able to pass District physical.

Term of Employment:

Work Year: 12 months

Salary: Range 27 of the Classified Salary Schedule



ACTON AGUA DULCE

UNIFIED SCHOOL DISTRICT

"NOTHING GOLD CAN BUY" ROBERT FROST

SCHOOL SECRETARY District Secretary /School

General Purpose:

- Under general supervision ~~direction of the Assistant Superintendent and or designee,~~ performs varied and complex office and administrative support duties in an elementary school setting ~~types technical documents and reports;~~ and performs related duties as assigned **provides secretarial duties to support assigned administrative personnel; communicating information to staff, students and to the public.**

Recommended Qualification:

- **Minimum of two years' experience in a related field, preferably in a school district setting.**
- **High School diploma or equivalent.**
- **Ability to perform clerical work with speed and accuracy.**
- **A work history demonstrating dependability and reliability.**

Distinguishing Characteristics:

~~A School Secretary 1 independently performs a wide variety of difficult and responsible office and administrative support functions for elementary school; requiring a thorough knowledge of District rules, policies and procedures. Incumbents use word processing and spreadsheet skills in the development of documents for site use. They may provide general office administrative support services and provide backup to other office clerical and administrative staff. Assigned work requires the use of initiative and judgement in selecting appropriate work methods; understanding and applying information requiring a high degree of accuracy; and interacting with and handling routine to non routine questions, complaints and problems based on knowledge gained through experience.~~

~~A School Secretary is distinguished from other District clerical staff in that incumbents in the former class perform a wide variety of office and administrative support functions in school administrative offices.~~

A District Secretary/School is distinguished from other secretarial clerical staff in that they may provide general office administrative support services and provide backup to other administrative staff.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- ~~1. Serves as secretary to the Principal; types, composes and revises reports, correspondence, memoranda, agreements, newsletters, schedules, notices, charts and other specialized documents; types from rough notes, drafts, and brief oral instructions; edits and reviews materials on diskette; composes standard correspondence; maintains and updates confidential office files, logs, lists, directories, records and databases according to District policies and regulations; creates standard spreadsheets; designs and revises department forms; data enters information; sets up and maintains master and monthly calendar.~~
- **Serve as secretary to the administrative staff or designee, as well as, supports district administrative staff.**
- ~~2. Provides work direction to clerical personnel and student work monitors workflow and adjusts duties to complete assignments in a timely manner as assigned.~~
- **Establish and maintain a variety of record keeping, reference, and data collection system at school and district level (examples include, but are not limited to: registrations, releases, or transfers of student, student and staff attendance, substitute finder, and purchase orders).**
- ~~3. Provides information concerning school policies, procedures, actions, activities and schedules as appropriate; maintains school calendar and serves as a coordinator of school events.~~
- **Performs health related duties for students.**
- ~~4. Collects, compiles, organizes and records a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepares and maintains related records, files and logs.~~
- **Handles general office functions such as phones, filing, and reception duties.**
- ~~5. Answers, screens and directs telephone calls and visitors; dispatches emergency calls to the appropriate person; takes telephone messages; greets and directs visitors; assists students and parents in person and /or by telephone; researches requests from District employee or the public; responds to parent, student and staff questions and complaints and provides detailed technical information regarding policies and procedures according to established procedures; resolves issues between office staff, parents, students, administrators and faculty; provides general program information; interacts with parent volunteer; provides translations as needed; contacts staff members to translate materials.~~
- **Provides information concerning school and district policies, procedures, and schedules as appropriate, maintain school, and district facility use calendar. Assists with district events.**
- ~~6. Registers releases or transfers students; completes enrollment information.~~
- **Establish and maintain effective rapport with students, parents, and community members.**

- ~~7. Assists in the administration of school office in the absence of the Principal within District guidelines, policies and procedures.~~
 - **Assists other district departments as needed.**
- ~~8. Maintains, posts and updates budget and financial records; maintains budgets for school programs, including requesting approval for special program expenses, writing checks, balancing accounts and making deposits; maintains field trip budgets; checks account numbers against appropriation ledgers; complies budget data and maintains records of monies spent; processes invoices and requests for payment; submits approvals for appropriation transfers; prepares requests for budget adjustments; prepares forms for reimbursement; receives and reports petty cash expenditures; keeps records of expenditures for consultants; compiles student participation lists, collects monies, and issues receipts.~~
 - **Becomes a productive and active team member**
- ~~9. Orders and distributes office and program supplies, equipment, subscriptions and materials; receives and maintains inventory of supplies and equipment; stamps items for identification, returns damaged merchandise; establishes open accounts and vendors; verifies and accuracy of receivers and invoices; files completed requisitions and purchase orders; sets up supply and material exhibits for school staff review and creates exhibit lists; inputs exhibit requisitions and pulls book orders from exhibits.~~
 - **Other related duties as assigned.**
- ~~10. Schedules meetings, conferences and appointments for assigned staff; assists in organizing, preparing and distributing materials; cancels and reschedules meetings as necessary; prepares agendas and takes minutes; sets up meeting rooms; arranges for refreshments and child care; drafts presentations; assists in coordinating teacher conference attendance, including typing request forms, checking board minutes for approval, distributing claims forms, collecting receipts for reimbursement, making reservations and coordinating substitutes.~~
- ~~11. Opens, reviews, prioritizes and distributes mail, schedules deliveries and pick-ups; coordinates mass mailings; duplicates and files documents, records and materials; designs and prepares binders.~~
- ~~12. Records daily staff attendance information and prepares timesheets; monitors sign-in and out sheets; collects and submits time reports; records volunteer hours; receives and distributes paychecks; sends worker's compensation information and documents to Risk Management and physicians as needed; maintains records of employee time off.~~

Other Duties

- ~~1. May provide work direction to other clerical personnel; monitors workflow and adjusts duties to complete assignments; may train, orient and give tours to new employees; provides input for employee evaluations.~~
- ~~2. Performs health related clerical duties to ensure federal performance standards for immunizations, testing and health exams are met; gathers health related information for state reports; lists student with conditions of concern; verifies student health related requirements for school entry are met; enters health information into CAST system; works with information System to update health codes in the CAST system and generate reports;~~

~~performs immunizations checks; assists in making preparations for annual health audits; assists nurses at clinics and with health exclusions as needed.~~

- ~~3. Maintains and makes minor repairs to office equipment; requests periodic maintenance services and repairs; provides technical assistance to staff on computer usage; maintains a supply of computer paper and materials; trouble shoots equipment and computer problems; sets up and install computer hardware and software; assists in troubleshooting voicemail problems.~~

Knowledge Of:

- ~~1. Office administrative and management practices and procedures, including filing and record keeping.~~
- ~~2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.~~
- ~~3. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.~~
- ~~4. District administrative procedures and forms for human resources, risk management, purchasing, inventory, accounts payable and budgeting, processes.~~
- ~~5. Computer hardware and standard and advanced uses of business software, including word processing, graphics, spreadsheet, database and other applications.~~
- ~~6. Basic research techniques, methods and procedures.~~
- ~~7. Basic methods and practices of providing lead work direction.~~
- ~~8. District human resources policies and labor contract provisions; District time keeping and payroll codes and reporting requirements.~~

Ability to:

- ~~1. Operate a computer terminal and imputer using work processing spreadsheet and other business software.~~
 - **Build and maintain good relationships**
- ~~2. Must type accurately at a speed of 50 wps to meet the requirements of the position.~~
 - **Operate a computer, use word processing, use spreadsheets, and other business software.**
- ~~3. Organize, set priorities and exercise sound independent judgement within areas of responsibility.~~
 - **Prepare clear, accurate, and concise records and reports.**
- ~~4. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions~~
 - **Maintain sensitive and confidential information.**
- ~~5. Provide effective work direction and train others in work processes, procedures and technology.~~
 - **Use tact, discretion, and diplomacy in dealing with sensitive situations and/or concerned patrons.**
- ~~6. Organize and maintain office and specialized files.~~
- ~~7. Communicate clearly and effectively, orally and in writing, in English or a designed second language as required.~~
- ~~8. Understand and follow written and oral instructions.~~

9. ~~Prepare clear, accurate and concise records and reports.~~
10. ~~Troubleshoot and resolve basic computer software and hardware problems.~~
11. ~~Compose correspondence from brief instructions.~~
12. ~~Operate other standard office equipment.~~
13. ~~Maintain sensitive and confidential information.~~
14. ~~Use tact, discretions and diplomacy in dealing with sensitive situations and concerned people and customers.~~
15. ~~Establish and maintain effective working relationships with District Administration, faculty, staff, parents, student, the public and others encounter in the course of work.~~

Training and Experience:

~~A typical way of obtaining the knowledge, skills and abilities outlined above is a graduation from high school or G.E.D. equivalent, and two years of increasingly responsible office administrative or secretarial experience; or some combinations of education, training and experience that produces the requisite knowledge and ability.~~

Physical and Mental Demands:

Essential Job Functions:

- Visual ability to read handwritten or typed documents, ~~and the display screen~~ of various office equipment and machines.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend, and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, and ramps, ~~ladders.~~
- Able to lift up to 25 pounds.
- Able to carry up to 25 pounds.
- Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation.
 - Shoulder abduction, ~~and~~ adduction, extension and flexion.
 - Elbow flexion and extension.
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion
- ~~Able to operate office machines and equipment in a safe and effective manner.~~
- ~~Able to demonstrate manual dexterity necessary to operate a calculator, typewriter and/or keyboard.~~

Physical:

- Good physical condition, able to pass District physical

Work Year: ~~10~~ 12 months

Salary: Range 27 of the Classified Salary Schedule