

## ORANGE UNIFIED SCHOOL DISTRICT

### **CHILD CARE SECRETARY**

#### **DEFINITION**

Under direction, performs reception and information services for a K-6 Child Care Program; compiles and maintains basic child care records and prepares reports, serves as secretary and office assistant to the child care supervisor; may coordinate work of clerical workers; and assumes and performs related responsibilities and duties as required.

#### **REPRESENTATIVE DUTIES**

Receives telephone calls and personal contacts from parents, teachers, District offices, other schools, and the public requesting information, appointments, and actions, leaving messages or instructions, or registering complaints and/or problems; answers questions and gives out information correctly and discreetly in line with the District and Child Care policies and programs; keeps supervisor informed of important calls and problems and how handled.

Compiles and maintains basic record system and files on attendance, budget, supplies, requisitions, work orders, encumbrances, and expenditures; on personnel time records, classified, certificated, and substitute; organizes office forms; prepares statistical and narrative reports for administrative review; on parent information, Child Care activities correspondence, and bulletins; prepares forms and reports on these activities for District offices.

Assists the Child Care Supervisor in handling office operations, often assisting other professional staff; buffers supervisor against unnecessary interruptions, obtains information and compiles Board materials; arranges appointments and conferences, and maintains schedule; assists in composing and distributing bulletins, reports, guides, and related office materials; transcribes minutes/notes of staff meetings.

#### **ORGANIZATIONAL RESPONSIBILITIES**

The Child Care Secretary reports to the Child Care Supervisor, coordinates the work of office or other aides assigned, and is responsible for the overall smooth and efficient operation of the Child Care office.

The Child Care Secretary's duties are often performed under the pressure of interruption and deadlines. As a representative of the Child Care Supervisor, acts as an "aide-de-camp," requiring special tact and judgment. in coordinating information to and from school employees, students, and community.

#### **TRAINING AND EXPERIENCE**

##### **Equivalent to:**

Graduation from high school, including or supplemented by courses in typing and office procedures

Good record of background and experience, including three years of office, public contact, or secretarial work at a responsible level

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Because this work requires maturity, judgment, and attitudes commensurate with the learning environment of a child care program, additional college level training, work experience, volunteer service or similar background which will contribute to these qualities is desirable.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Office methods, practices, and equipment;
- English, grammar, spelling, punctuating, composition, and vocabulary; mathematics, record keeping, filing, and proofing;
- Terminology used in schools, requisitioning, simple bookkeeping, and general office work.
- Safe working methods and procedures.

**Ability to:**

- Maintain harmonious personal relationships with teachers, parents, and students;
- Communicate effectively and courteously;
- Follow written and oral directions and learn new procedures rapidly;
- Read and interpret school policies and technical materials; post, check, and maintain files and statistical records accurately;
- Write letters, bulletins, and reports from rough drafts;
- Perceive school objectives and perform all work compatibly; understand and perform the role of “aide” to an administrator.

**Skills:**

|             |                             |
|-------------|-----------------------------|
| Typing:     | 50 wpm                      |
| Dictaphone: | Capable operation           |
| Shorthand:  | Desirable, but not required |

**Licenses:**

A valid First Aid Certificate issued by the American Red Cross, to be obtained after appointment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

**Light Work:**

Positions in this class perform work which is primarily sedentary.

**Mobility:** Positions in this class may require the mobility to stand, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

**Vision:** Positions in this class required vision (which maybe corrected) to read small print.

**Other Conditions:** Incumbents may be required to work at a video display terminal for prolonged periods; incumbents may occasionally be required to work around foul odors.