

assists in the coordination of hiring staff and tracking days worked; forwards claims, timesheets and other forms or information to the County Office of Education, Payroll, Human Resources and other departments for processing.

Exercises independent judgment, discretion and initiative in resolving situations arising in the Principal absence.

Composes, edits and updates outgoing communications, flyers, brochures, parent/teacher packets and documents; assists in updating information on the school website.

Interprets, explains and assures that District policies, procedures and rules are correctly followed by staff, students, interns, volunteers and visitors; assists parents and students in completing intake and registration forms; reviews forms for completeness and accuracy.

Develops staff and school calendars; monitors attendance and certificated contracts for payroll purposes; monitors performance evaluation timelines for regular, temporary, and substitute staff.

Schedules meetings, staff/student interviews and orientations; notifies participants of meeting dates.

Confers with the site administrator and Human Resources department regarding staff employment, vacancies, substitute coverage, and personnel procedures; seeks and completes employment referrals.

Receives, opens, and distributes incoming mail; initiates and/or or transmit inter office memorandums and notices.

Collects accounts receivable weekly, monthly and at year end.

Trains and provides work direction and guidance to interns and staff members; serves as a resource regarding applicable rules, regulations, policies and procedures.

Communicates with administrators, staff, parents, clients and outside agencies to exchange information, resolves issues and coordinates activities.

Operates a variety of office equipment including a copier, fax machine, computer and assigned software; operates a two way radio and monitor radio communications; performs non technical maintenance on office equipment as needed; drives a vehicle to conduct work.

Attends and participates in meetings, in services and conferences; takes meeting minutes as directed; serves on various committees; participates in the development of school site improvement plans.

OTHER DUTIES:

Perform related _____ and _____

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Hearing and speaking to exchange information in person or