

Corning Union Elementary School District
Job Description

JOB TITLE: SECRETARY/BOOKKEEPER

Salary Range:	24 (effective 7/1/2026)	Department:	Clerical
Reports To:	Site Administrator	Approved by:	Board of Trustees February 11, 2026

POSITION SUMMARY:

Under the general supervision of the site administrator(s), performs a wide variety of highly responsible secretarial and bookkeeping duties some of which are complex and above-average difficulty. Assists in the preparation of reports; assists the principal by relieving him/her of clerical details. Frequent contact with parents, staff, and students are characteristic of the position, performs other job related duties as assigned by the site administrator.

ESSENTIAL FUNCTIONS:

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Work with others as a team in a fast paced high stress environment
- Exercise discretion, tact, and confidentiality when meeting with the public
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Orders supplies and materials
- Prepares and codes purchase orders following District and accounting protocols
- Account balance maintenance and management of general fund and various categorical programs
- Maintain Student Body Account(s) and prepares/retains audit documents
- Write checks, balance accounts, handle money, deposits, and returned checks
- Maintain a high level of confidentiality
- Prepare for opening and closing of each school year
- Assist with campus safety systems
- Assist with the distribution, collection and logging of school site keys
- Assist with preparing and/or maintaining correspondence, reports, student certificates/awards/ diplomas, statistical data, files and student records
- Perform data entry
- Review and interpret information; analyze situations to define issues and draw conclusions
- Assist with scheduling and organizing meetings, school events, promotion ceremonies, safety drills, etc.
- Attend and participate in meetings, committees, etc., as required
- Keep parents, students and staff informed through calendars, bulletins, newsletter, correspondence, and other regular notices
- Responsible for or assist with webpage calendar updates, document uploads and other duties which reasonably relate
- Ensure accurate reporting through designated systems and documentation for all employees (certificated, classified and substitutes) by payroll deadline

- Assist with the scheduling, coordination, and check in/out process for appropriate school site staff coverage and various substitute personnel
- Communicates with District personnel regarding employee absences
- Share receptionist duties for school office such as, but not limited to, answers/directs inquiries from teachers, parents, school administrators, and other site visitors
- Assist with field trip form processing, calendaring and notification of affected site personnel
- Processes Use of Facility forms ensuring compliance with District policies
- Follows established processes for the dissemination of workers' compensation forms and communicates with identified District Office personnel in a timely fashion
- Perform other duties as assigned

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

- Handle student medical needs in the absence of the School Secretary and/or health aide
- Enroll new students, request and dispense student record, daily attendance, and other duties in the absence of the school secretary
- As directed by site administrator, assist with managing and maintaining Independent Study contracts, work collection, and attendance credit
- Provide assistance with site office machines
- Assist in directing children to their proper destination before/after school
- May help supervise student assistants/work experience students
- Mail distribution
- For schools with fewer personnel, this position may also serve in the library, cafeteria, and health office

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); Two years of previous experience performing duties directly related to those listed above preferred.

LANGUAGE SKILLS:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Ability to read, write, speak, and understand English well. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Site Administrator and/or designee in the specific duties as outlined above.

CERTIFICATES/LICENSE:

Valid CA driver's license required
CPR and First Aid Certificate

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to prepare and reconcile cash accounts, deposits and sales records.

REASONING ABILITY:

Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial work; ability to deal with a wide range of personalities and situations with tact and diplomacy; to compile and maintain accurate records and reports; demonstrated bookkeeping aptitude; knowledge of modern office methods, practices and procedures; knowledge of computer word processing, spreadsheets, District utilized programs and other office machines; ability to make arithmetical calculations quickly and accurately; knowledge of school budget procedures; ability to function with minimal supervision; ability to type at a speed of 45 words per minute from clear copy; use a variety of office equipment; communicate effectively in both oral and written form, including computer; receive and give instructions; set priorities; coordinate several activities simultaneously; assist in training and planning of other staff, students, and community.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions, may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate to loud.