

Corning Union Elementary School District
Job Description

JOB TITLE: SCHOOL SECRETARY

Salary Range:	20 (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, performs responsible clerical work in compiling, maintaining, and reporting attendance data; works with students, parents, and teachers in verifying absences; performs general receptionist and clerical assistance. Provides assistance as needed in the absence of the Secretary/Bookkeeper and provides for the immediate health needs and emergency first aid to children in the absence of the Health Aide; 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, often stressful, environment
- Exercise discretion, tact, and confidentiality when meeting with the public
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Assist with campus safety systems
- Process and maintain student online/paper registration information, for example, but not limited to, transfers, immunization records, required documents, report cards, cumulative records, and program changes
- Maintain daily attendance and issue tardy slips to students
- Document students leaving and returning during school hours
- Contact parents, students, and teachers regarding the investigation and clearing of absences and/or suspected and known health problems.
- Monitor and manage chronic absenteeism in coordination with site administration and other personnel
- Post attendance information in the student database system daily.
- Prepare correspondence, notices, lists, logs, announcements and forms under the direction of the supervisor.
- Prepare required attendance report for the District showing such items as: total enrollment, class size, new entries, withdrawals, independent study, total days of enrollment, and attendance per student
- Initiate, manage and maintain independent study contracts, work collection, and attendance credit
- Works with administration in assigning students to classes and may include establishing the master schedule, if in use

- Prepare and maintain permanent attendance records for all classes and programs.
- Responsible for or assist with webpage calendar updates, document uploads and other duties which reasonably relate
- Performs receptionist duties such as greeting the public and answering the telephone, maintaining a friendly and professional office atmosphere
- Perform general clerical duties including but not limited to: the collection, recording and maintenance of school site records. This includes typing, proofreading, preparing reports, filing, and the distribution of mail
- Process SARB referrals and any required follow-up
- Make copies and distribute material as directed

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

- Prepare and distribute awards and other documents pertaining to school functions
- Maintains various calendars and schedules, as directed
- Post student health record information in the student database system.
- Assist in directing children to their proper destination before/after school
- May help supervise student assistants/work experience students
- May act as health aide as needed
- Provide assistance in the absence of the Secretary/Bookkeeper
- Other secretarial duties on an as needed basis
- Attend and participate in meetings, trainings, etc., as required
- Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type at a preferred speed of 45 net wpm, and operate various office machines, technology and software; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. 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); 2 years clerical experience involving public contact 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.

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 work on a variety of tasks simultaneously with frequent interruptions. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly professional manner.

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.