



Islamic School of San Diego
WASC Accredited in Grades K – 8

NOW HIRING!!!

AVAILABLE POSITION DESCRIPTION TITLE: School Secretary

REVISED: July 18, 2011

BASIC FUNCTION: Assume primary responsibility for one or more secretarial or clerical functions as assigned in a private, Islamic elementary school.

REPRESENTATIVE DUTIES: This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Act as secretary to the principal of a small elementary school. **E**

Act as office receptionist. **E**

Schedule appointments, meetings, and events. **E**

Explain procedures to parents, pupils, staff, and the general public. **E**

Maintain confidential records and files. **E**

Screen and route mail, correspondence, and bulletins. **E**

Enroll and transfer pupils; verify and process pupil absence and attendance data. **E**

Compose routine correspondence, bulletins, flyers, and notices. **E**

Operate standard office machines; operate a microcomputer to perform word processing functions and to enter and extract a variety of data. **E**

Maintain time sheets and minor financial accounts; receive and record funds for banking. **E**

In the absence of a school nurse, provide illness and accident attention and first aid for pupils. **E**

Place orders for supplies, facilities, and equipment; maintain acquisition and circulation records for books and audiovisual material and equipment. **E**

Coordinate with the work of other clerical staff and pupil monitors. Transcribe dictated material of average difficulty from shorthand or notes.

Perform related duties as assigned.

Candidates should be prepared to demonstrate the following qualifications:

- Must have a very strong command of both written and spoken English language
- Previous experience in administrative assistance or management
- CPR/First Aid certification (or willingness to obtain certification)
- Proficient with Microsoft Word, Access, Excel and internet usage
- Able to create letters, flyers, and quarterly newsletters
- Able to work efficiently and multi-task in a busy environment
- Able to work well with children and adults of varying socio-economic, ethnic, and religious backgrounds

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods and procedures and the use of standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.
- Apply accurate computational skill.
- Communicate effectively orally and in writing.
- Establish and maintain effective and pleasant working relationships with others.
- Exercise tact, diplomacy, and independent judgment.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain accurate, organized records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

TO APPLY: Submit your resume and cover letter to:

Islamic School of San Diego

7050 Eckstrom Ave.

San Diego, CA. 92111

Phone: 858-278-7970 FAX: 858-278-7995

Email: admin@issdweb.org

ATTN: School Secretary Position