

**North Wasco County School District**  
**Job Description – Secretary III – Virtual Academy**

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**Title:** Secretary III – Virtual Academy

**Classification:** Classified ESP

**Reports To:** District Administration

**Work Year:** 210 Days a Year

**Job Purpose Statement**

This position is created to support Virtual Academy Program. Perform a variety of clerical and secretarial functions in the processing of students and student records. Responsible for computer input and retrieval and must make a variety of decisions within a framework of established procedures. Tasks are related to student records, schedules, attendance, enrollment, testing, and a variety of student-teacher record keeping. Must be detail-oriented, able to multi-task and collaborate with co-workers.

**Qualifications**

**Education:** High School diploma or equivalent; College Degree (Associate or Bachelor's Degree preferred). Technology certification in the areas of data base management preferred.

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.

- Knowledge of English, spelling, composition, grammar and punctuation
- Knowledge of current office practices and procedures and office management
- Knowledge of standard office equipment and machines
- Knowledge of record-keeping and reporting procedures
- Ability to obtain and possess a valid first aid card within six months of employment
- Demonstrated proficiency in specific computer software programs, including speed and accuracy in the use of office equipment may be required prior to employment.

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing.

**Experience:** Prior experience paid or volunteer in managing student records, class schedules, and state testing is preferred.

**Essential Duties and Responsibilities** include the following: *(Other duties may be assigned)*

- Knowledge of computer systems hardware and software.
- Maintain student records through use of the computer system, including but not limited to grades, testing data, college and high school credits, transcripts, schedules, tags, enrollment information, basic student information, withdrawal information and dropout data.
- Ability to work well and coordinate work with several departments at one time.
- Ability to be well organized and attentive to details.
- Transfer records between schools for incoming and outgoing students.
- Work with the master schedule, including computer input of forecast data, changes, final schedules, and interpretation
- Ability to maintain reliability and confidentiality.
- Perform a variety of secretarial skills.
- Working knowledge of board policies, enrollment and withdrawal procedures.
- Ability to maintain effective, positive relationships with students, fellow employees and the general public.
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job.
- The ability to work harmoniously with others.
- Receives sorts and summarizes materials for preparation of reports.

- Relays and interprets administrative decisions, policies and instructions.
- Devises new forms, formats and procedures, as necessary.
- Assists immediate supervisor on a variety of administrative details and projects.
- Prepares correspondence, reports, forms, schedules, and rosters from rough draft material or data compiled and maintained by the position.
- Monitor and track cohort entries and withdrawals.
- Coordinates and maintains communication between staff, students, parents and public who are involved in the program or department.

**Supervisory Responsibilities:**

Supervision is not normally a responsibility of this position.

**Language Skills:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures
- Ability to read and comprehend instructions, correspondence and memos
- Ability to write reports, business correspondence, school handbooks and procedure manuals
- Ability to effectively present information and respond to questions from individuals or groups

**Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

**Reasoning Ability:**

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

**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.

**Physical Requirements:**

- 1. In an eight-hour day employee may:
    - a. Stand/Walk            { }None            {x} 1-4 hrs            { }4-6 hrs            { }6-8 hrs
    - b. Sit                    { }None            { } 1-3 hrs            { }3-5 hrs            {x}5-8 hrs
    - c. Drive                 { }None            {x}1-3 hrs            { }3-5 hrs            { }5-8 hrs
  
  - 2. Employee may use hands for repetitive:  
{x}Single Grasping            {x} Pushing and Pulling            {x} Fine Manipulation
  
  - 3. Employee may use feet for repetitive movement as in operating foot controls:  
{ }Yes                        {x}No
  
  - 4. Employee may need to:
    - a. Bend                    { }Frequently                        {x }Occasionally            { }Not at all
    - b. Squat                    { }Frequently                        {x }Occasionally            { }Not at all
    - c. Climb Stairs            { }Frequently                        {x}Occasionally            { }Not at all
    - d. Lift                     { }Frequently                        {x}Occasionally            { }Not at all
  
  - 5. Lifting:
    - {x} Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
    - { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
    - { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
    - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
    - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
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**Mandatory Child Abuse Reporting:** As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.  
I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

**Employee Statement:**

*"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date