

North Wasco County School District

Job Description – Secretary V (Elementary, Middle, High School)

Title:	Secretary V
Classification:	Classified (ESP)
Reports To:	Building Principal
Work Year	218 Days

Job Purpose Statement/s:

The Secretary V is assigned to the Elementary, Middle School, or High School level. They are hired for the purpose/s of performing clerical and secretarial duties characterized by broad assignments involving considerable computer applications, typing, filing, record-keeping and office organization.

Qualifications

Education: High school diploma or general education degree (GED) and five years of progressively more responsible clerical experience, including interactions with students and the public in stressful situations; or any satisfactory combination of experience and training, as determined by the hiring authority preferred. College Degree (Associate or Bachelor's Degree preferred).

To perform this job successfully, an individual must be able to perform each essential duties 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
- Knowledge of bookkeeping basics
- Ability to respond to the public in a courteous and efficient manner
- Ability to work collaboratively with co-workers.
- Demonstrate 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
- Valid Driver's License
- Ability to obtain and possess a valid first aid card within three months of employment.

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

- Compose letters, reports, forms, handbooks, bulletins, agendas, memos, meeting minutes, newsletters, calendars, referrals, surveys, schedules, including material of a confidential nature.
- Responds to inquiries and composes correspondence independently on a wide variety of technical and program matters for administrators, staff, students, parents and patrons.
- Maintains school or district record-keeping and filing systems associated with a variety of functions, including files of a confidential nature.
- Enroll students and process student records and transcripts, sending records for transferring students. Must maintain Family Educational Rights and Privacy Act (FERPA)
- Compiles information for and prepares reports; checks reports, records and other data for accuracy, completeness and conformance with established policies and standards.
- Maintains employee attendance records for payroll purposes that go to the District Office.
- Prepares staff rosters and directories.
- Assures office management and support services are provided by scheduling and distributing workload among available office staff/educational assistants and by assisting the administrator in developing office procedures.

- Coordinates the distribution and inventorying of school or office supplies in accordance with budgeted amounts.
- Arranges for substitute teachers from established list using AESOP.
- Coordinates and trains student aides, parent volunteers, and substitutes
- Addresses problems with designated staff member in the absence of the principal or district office administrator, effectively diffusing potential volatile situations.
- Serves as a liaison between the principal/district office administrator and other administrators, staff, parents, students and patrons.
- Maintains the school or district activity calendar.
- Maintain all bookkeeping records for student funds with district management software programs (*Elementary and Middle*)
- Coordinates the approved building use by non-school personnel.
- Collects and reports revenue collected through student registration
- Prepares purchase orders, records expenditures by proper account, and monitors expenditures against budget resources.
- Provides expenditure data for budget preparations and assists principal with budget preparation.
- Maintains inventory of other materials, as requested.
- Conveys 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.
- Coordinates and maintains communication between staff, students, parents and public who are involved in the school.
- Maintains a schedule of the immediate supervisor's calendar of appointments and arranges for meetings.
- Orders, receives, distributes and inventories instructional and/or office supplies/materials, as requested.
- Greets students, staff, parents and patrons and responds to their requests for information in a courteous and willing manner.
- Maintains a positive and effective working relationship with students, staff, parents and patrons.
- Demonstrated proficiency in specific computer software programs, including speed and accuracy in the use of office equipment may be required prior to employment.
- Administer medication as required, up to and including medication for medically fragile and complex students.

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. Ability to define problems, collect data, establish facts, and draw valid conclusions.

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	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs.	<input checked="" type="checkbox"/> 4-6 hrs.	<input type="checkbox"/> 6-8 hrs.
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs.	<input type="checkbox"/> 3-5 hrs.	<input checked="" type="checkbox"/> 5-8 hrs.
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs.	<input type="checkbox"/> 3-5 hrs.	<input type="checkbox"/> 5-8 hrs.

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> frequently	<input checked="" type="checkbox"/> occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> frequently	<input checked="" type="checkbox"/> occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> frequently	<input checked="" type="checkbox"/> occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> frequently	<input checked="" type="checkbox"/> occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input checked="" type="checkbox"/>	Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

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