

**WOODBURN SCHOOL DISTRICT
POSITION DESCRIPTION**

Position Title: PROGRAM SECRETARY

Reports To: Administrator

Evaluated By: Administrator/Director

MAJOR RESULTS EXPECTED:

1. To perform specialized and complex secretarial, clerical, and office coordination duties for an assigned program, department and/or administrator.
2. Support the District Mission and Strategic Plan Objectives

ESSENTIAL REQUIREMENTS:

1. High School Diploma or equivalent as required by OAR 581-37-030, Oregon Department of Education (one year of experience in general clerical work, requiring frequent contact with the public)
2. 18 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
4. Ability to understand and follow oral and written instructions
5. Ability to maintain confidentiality
6. Ability to perform secretarial and administrative support functions requiring independent judgment, decision-making, and problem solving
7. Skilled in computer operation and use of computer programs involving word processing and data base programs
8. Ability to operate standard office equipment (i.e., computer, telephone, intercom, calculator, copier, fax, etc.)
9. Ability to quickly acquire a working knowledge of departmental policies and procedures and the operation of secretarial services within program or department
10. Ability to research information and compose memos, letters, and other correspondence for a supervisor/administrator signature
11. Ability to plan, organize, prioritize, and complete a high volume of work in a timely and efficient manner
12. Ability to access and compile information, maintain extensive reports, and prepare reports
13. Ability to type/wordprocess with accuracy and at a speed necessary for successful job performance
14. Possess English language skills including writing, speaking, and reading. Bi-lingual language skills may be required in certain positions.
15. Ability to maintain the department/program budget

16. Perform physical requirements which may include:
 - A. Light to moderate degree of physical stamina
 - B. Ability to stand, walk, and bend frequently, and occasional lifting up to 50 lbs.
 - C. Ability to use computer, telephone, and other office equipment for extended periods of time
 - D. Ability to make frequent trips from desk to counter, files, and other locations in the district office/school buildings
17. Demonstrates support for the District Core Values, in the following manner:
 - Interacting with colleagues, community members, students and parents in a respectful and trustworthy manner.
 - Possesses an awareness and sensitivity to a variety of cultural practices and values.
 - Collaborates with peers, parents, students and community members.
 - Actively seeks out professional development opportunities.
 - Is accountable for actions and following through on personal and professional goals.
 - Holds high expectations for self, peers and students.
 - Assesses personal performance and student outcomes for improvement.
18. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

PREFORMANCE RESPONSIBILITIES:

1. Provides secretarial support to the assigned program, department, or administrator
2. Maintains and protects the confidentiality of program/department records
3. Interprets and explains program or department policies, rules, and regulations in response to inquiries
4. Answers telephone calls, makes appointments, receives visitors, and answers inquiries or refers to appropriate person
5. Types/wordprocesses a variety of written material including letters, tests, reports, statistical data and charts, from rough draft, dictaphone, or verbal instructions; type, proofread, and process documents, and type a high volume of materials. Translation and interpretation services may be essential responsibilities in specified positions.
6. Performs clerical functions which may include payroll records, tracking budget expenditures, inventory, accumulating data for and preparing various reports, monitoring grants, sending out meeting notices and agendas, making arrangements for meetings, travel and lodging, and typing minutes of meetings
7. Coordinates and compiles information related to major purchasing programs; process purchasing orders, maintain budgetary records
8. Initiates and maintains a variety of comprehensive files and records, maintain manuals and update resource materials
9. Maintains a high level of ethical behavior and confidentiality when dealing with information regarding students, patrons, and staff, as well as program/department records.

10. Composes, types, and mails letters to parents, schools, businesses, agencies, and State Department of Education as directed
11. Maintains supervisor/administrator calendar, arranges meetings and maintains working files as related to the departmental staff
12. Serves as the primary contact person and liaison between the supervisor/administrator and the students, teachers, parents, staff, and general public
13. Performs such other duties as may seem to be appropriate to the Board or Administration

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- * Must possess and maintain a valid First Aid card if required
- * Criminal Justice Fingerprint Clearance.

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. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this position description.

Employee Signature

Date

Adopted: December 2003