

WOODBURN SCHOOL DISTRICT POSITION DESCRIPTION

Position Title: HEAD SECRETARY

Reports To: Building Principal

Evaluated By: Building Principal

MAJOR RESULTS EXPECTED:

1. Provide clerical support to assigned administrative personnel, including communicating information to staff, the public, and other districts, orienting personnel to their job requirements, coordinating work activities of office personnel, ensuring compliance with financial, legal, and administrative requirements, and providing information and/or direction as may be requested.
2. Support the District Mission and Strategic Plan Objectives

ESSENTIAL REQUIREMENTS:

1. High School Diploma or equivalent by OAR 581-37-030, Oregon Department of Education
2. 18 years of age or older
3. Have completed at least three years of successful experience in general office work
4. Ability to work harmoniously with and to communicate effectively (both orally and in writing) with students, parents/guardians and staff
5. Ability to understand and follow oral and written instructions
6. Ability to maintain confidentiality
7. Possess basic knowledge of modern office methods, practices, procedures, as well as basic computer word processing, database and spreadsheet applications
8. Ability to learn a number of school policies, rules, and procedures and apply them properly in the context of repetitive and new situations
9. Ability to maintain student record and accounting records
10. Ability to handle multiple tasks at the same time as well as tolerate constant interruptions
11. Ability to use sound judgment in dealing with students, including monitoring students with behavioral problems
12. Perform physical requirements which may include
 - A. Moderate degree of physical stamina
 - B. Frequent standing, walking, bending, and occasional lifting up to 50 pounds
 - C. Ability to restrain a student if needed
 - D. Ability to use a telephone, computer, and other office equipment
 - E. Ability to make frequent trips to and from desks, counters, etc. as well as other areas in the school building
 - F. Ability to possess and maintain a valid First Aid card
14. Ability to lead and direct others
15. 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.
16. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

PERFORMANCE RESPONSIBILITIES:

1. Performs a variety of clerical work in support of the building principal, including typing/wordprocessing, proofreading, filing, checking information on records, and collecting and accounting for monies received
2. Performs routine office/clerical duties as assigned
3. Answers telephones and takes messages, responds to inquiries, provides information about school operations and refers calls to appropriate staff members
4. Types/wordprocesses letters, memorandums, bulletins or other material from oral directions, rough draft, copy, or notes on transcribing machine recordings
5. Operates basic office equipment (i.e., computers, printers, fax machine, telephone, intercom, copiers, calculator, etc.)
6. Greets and directs office visitors and substitute teachers; provides routine information, refers questions to staff
7. Processes new student registrations and student withdrawals and assemble new student packets
8. Processes leave requests, substitute pay sheets, time sheets, bus requests, purchase orders, etc. as assigned by the building principal
9. Oversees workload of office for the purpose of maximizing office efficiency and meeting work requirements
10. Monitors assigned activities and tasks to ensure that they meet administrative expectations, district requirements, program budgets, critical timelines, etc.
11. Coordinates development of reports and work schedules for the purpose of meeting deadlines, and complying with district, state and federal guidelines.
12. Prepares and maintains a variety of moderately complex clerical records such as building usage, student attendance, school lunch program, master schedule calendar, etc.

13. Maintains a high level of ethical behavior and confidentiality when dealing with student, staff and parent information
14. Enters data in computer files, maintain records and filing systems for student files, purchase orders, building inventory, and student body funds; prepares basic statistical reports as assigned
15. Responds to student inquiries and problems at the counter, attend to sick students and provide first aid assistance within scope of district policies.
16. Assists other office personnel as may be required for the purpose of supporting them in the completion of their work.
17. Performs such other tasks as may seem to be appropriate to the Board or Administration.

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

- * Possess and maintain a valid First Aid card
- * Annual Bloodborne Pathogens Training
- * 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.

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