

**WOODBURN SCHOOL DISTRICT  
POSITION DESCRIPTION**

**Position Title:** ASSISTANT SECRETARY

**Reports To:** Head Secretary or Administrator

**Evaluated By:** Administrator

**MAJOR RESULTS EXPECTED:**

1. To Assist office personnel in a wide variety of office/clerical and receptionist responsibilities and maintenance of records.
2. To 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. Ability to work harmoniously with and to communicate effectively (both orally and in writing) with students, parents, and staff
4. Ability to understand and follow oral and written instructions
5. Ability to maintain confidentiality
6. Possess basic knowledge of modern office methods, practices, procedures, basic computer word processing applications
7. Ability to learn to use appropriate word processing and spreadsheet software to enter and retrieve information
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 and/or accounting records in an organized manner
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, monitoring students with behavioral problems
12. Perform physical requirements which may include
  - A. Moderate degree of physical stamina
  - B. Some standing, walking, bending, and occasional lifting up to 50 pounds
  - C. Ability to use a telephone, computer, and other office equipment
  - D. Ability to make frequent trips to and from desks, counters, etc. as well as other areas in the school building
13. Ability to possess and maintain a valid First Aid card
14. Such alternatives to the above requirements as the School Board or the Administration may deem appropriate and acceptable
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.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs a variety of clerical work in support of the Head Secretary including wordprocessing, proofreading, filing, sorting and distributing mail, checking information on records, and accounting for monies received etc.
2. Performs other 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. Operates basic office equipment (i.e., computers, printers, telephone, intercom, fax, copiers, calculator, etc.)
5. Greets and directs office visitors, provides routine information, refers questions to appropriate staff
6. Prepares mail, including parcels, for mailing or shipping delivery and receives and distributes shipments brought to the school office.
7. Enters data in computer files, maintains student records and updated building inventory, and prepares basic statistical reports as assigned
8. Responds to student inquiries and problems at the counter, attends to sick students and provides first aid assistance within scope of district policies
9. Processes new student registrations and student withdrawals and assembles new student packets
10. Monitors students in the office as needed
11. Supervises students in lunchrooms, hallways and on the playground, as required
12. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information
13. 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. (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.

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Employee Signature

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Date

Adopted: December 2003