St. Helens School District
Job Description

SECRETARY - HEAD ALTERNATIVE EDUCATION

~~**Job Title:** Head Secretary – Alternative High School~~
Reports To: School Principal
FLSA Status: Non-Exempt

JOB SUMMARY

Serves as the first point of contact at the assigned school for staff, students and parents fielding inquiries and directing appropriately. Serves as secretary to the principal/supervisor and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and building usage.

This position provides full spectrum administrative support to the school principal and his or her staff including matters of a confidential nature. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provide administrative support to building principal including, but not limited to preparation of presentations, budget, tracking, calendar management, travel and room arrangements and correspondence to staff, parents, students and community members.
2. Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
3. Independently answer routine questions and correspondence not requiring the supervisor's attention.
4. Follow and administer medical protocols for students and provide first aid to staff and students, maintain an accurate log of distribution consistent with District policy(ies).
5. Serve as substitute coordinator for the building contacting substitutes for all teachers and paraprofessionals as required.
6. Complete a high volume of computer data entry work, using District computer programs, to input high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
7. Maintain accurate student records including: attendance records electronically and in printed format, immunization records and new and transfer student records. Alert parents and principal as necessary to address problems. Compile and prepare reports for administration or outside agencies as required.
8. Compile, review and track time sheets in AESOP for licensed and classified staff ensuring hours reported are accurate and leave time is tracked appropriately. Submit accurately coded reports to payroll on time and answer questions from payroll and staff.
9. Maintain school accounts including fees, program accounts for staff (fundraising, fairs, etc.) and food services including posting, writing checks, making deposits and reporting.
10. Administer student lunch program including ordering breakfast supplies and prepared lunches, serving meals, completing meal reports and supervising students in lunch room.

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11. Schedule conferences and programs as required including creating schedules, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).
12. Manage special projects as assigned by principal.
13. Assist with budget preparation including supply inventory and ordering of furniture, textbooks, equipment and ensuring that all billing and shipping issues are resolved with vendors and staff.
14. Supervise students in main office area. Refer students to principal and contact parents as necessary.
15. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
16. Maintain appropriate certifications and training hours as required.
17. Comply with applicable District, state, local and federal laws, rules and regulations.
18. Maintain organized work space.

——Attend work regularly.

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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Troubleshoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
2. Serve on building and district committees and councils.
3. Coordinate travel and assist with other administrative needs.
4. Update school bulletin boards and calendars.
5. Schedule use of building.
6. Report issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

This position may supervise other office assistants, volunteers and student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

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- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least two years' related experience in typing, general clerical and/or training or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.

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- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with small children and public.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to effectively present information to principals and the Superintendent. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence.
- **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 bar graphs.
- **Reasoning Ability:** Ability to solve practical problems and deal 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.
- **Computer Skills:** General knowledge of computer usage and ability to use accounting software, database software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: Quicken, Infinite visions, ESIS, Outlook, AESOP, MS Word, and Excel. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon Drivers License, first aid/CPR card, medication dispensing certification, AED training, EPI Pen certification, bloodborne pathogen training and blood spill training.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

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OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: March 2009~~08~~

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I have read and understand this job description.

Signature: **Date:**

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