



# South Lane School District

## Job Description

---

**Job Title:** Secretary I  
**Assignment:** Elementary, Middle or High School Office  
**Reports To:** Building Administrator(s)  
**Evaluated By:** Building Administrator(s)

---

### JOB SUMMARY

This position provides administrative support to the school staff including matters of a confidential nature. To act as a secretary/receptionist in a school or department office and perform a wide variety of detailed secretarial/clerical work for the efficient operation of the school or department.

---

### 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 related duties may be assigned.*

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
  2. Performs general office duties including answering multi-line phones, greeting the public, typing, filing, copying, sorting and handling incoming and outgoing mail.
  3. Greets parents, students and staff in main office and directs as appropriate providing guest badges, bus passes, etc.
  4. Inventories and stocks office supplies for the main office, staff work rooms and school staff.
  5. Completes computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
  6. Maintains accurate student records including: attendance records, arranging for staff substitutes and leave slips electronically and in printed format.
  7. Manages special projects and school events as assigned by building administrator(s).
  8. Supervises students in main office area. Refers students to building administrator(s) and contacts parents as necessary.
  9. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
  10. Maintains appropriate certifications and training hours as required.
  11. Attends work regularly and is punctual.
- 

### 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 related duties may be assigned.*

1. Troubleshoots, coordinates service and supplies of office machinery (copy, fax, postage meter, etc.)
2. Serves as back up to office manager, other secretaries.
3. Schedules use of building.
4. Reports issues to authorities as necessary.
5. Attends staff meetings.
6. Attends in-service trainings.

---

## SUPERVISORY RESPONSIBILITIES

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.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience in typing, general clerical and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **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 students 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, or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to handle small amounts of money and account for monies received.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **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: eSchool, MS Word, Excel and Outlook. Ability to create charts and graphs in Excel. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, 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. Ability to work independently and with limited supervision.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License. Ability to obtain a valid First Aid/CPR card.

## 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 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

### 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 depending upon student population and activities. May be exposed to bloodborne pathogens.

---

### 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, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_