



St. Helens School District  
St. Helens, OR  
Job Description

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**Job Title:** Federal Programs Secretary  
**Reports To:** Student Services Director

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**JOB SUMMARY**

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

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**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 the program director 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 phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
3. Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format.
4. Independently answer routine questions and correspondence not requiring the supervisor.
5. Maintain all curriculum program records in compliance with state and federal guidelines and District policy(ies).
6. Professionally represent the district as directed, providing accurate information, facilitation and problem resolution.
7. Complete a high volume of 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.
8. Compile and prepare reports for administration or outside agencies as required.
9. Order and distribute books and academic materials as necessary, coordinating with publishing companies for samples for subject adoption and ensuring that all billing and shipping issues are resolved with vendors and staff.
10. Manage special projects as assigned by the director.
11. Maintain appropriate certifications and training hours as required.
12. Comply with applicable District, state, local and federal laws, rules and regulations.
13. Attend work regularly and punctually.

## 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. Serve on building and District committees and councils.
2. Assist other office staff and coordinate work of other clerical staff.

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## SUPERVISORY RESPONSIBILITIES

Supervision is not a normal responsibility of this position, except that all school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## 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.*

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED) and one year related experience providing administrative support and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data.
2. **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.
3. **Language Skills:** Ability to communicate fluently verbally and in writing in English.
4. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies 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 general correspondence.
5. **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.
6. **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.
7. **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: Infinite Visions, MS Word, Excel and Outlook. Ability to type accurately and proficiently.
8. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with frequent interruptions.
9. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License.

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**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. 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.

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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 standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

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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: St. Helens SD	Prepared Date:
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I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_