

Rogue River School District #35 – Job Description

JOB TITLE/ASSIGNMENT

EMPLOYER: Rogue River School District No. 35

Board Approved: February 17, 2026

JOB TITLE: Secretary

FLSA STATUS: Non-Exempt

REPORTS TO: Principal/Supervisor

OVERVIEW OF THE POSITION

Under supervision of a Principal, the Secretary performs the duties of secretary and registrar; performs clerical functions and performs office functions of a wide variety and complexity. Duties may change regularly depending upon the needs at each work location. In addition to the ability to type and operate a computer, work assignments may require the operation of one or a few standard office machines and equipment that can be operated effectively with limited experience following instructions. May require some specialized training in specific areas.

RESPONSIBILITIES/DUTIES

1. ESSENTIAL FUNCTIONS of ALL SECRETARIES/REGISTRARS:

- a. Work effectively with and respond to people from diverse cultures or backgrounds.
- b. Have regular and punctual attendance.
- c. Confer regularly with immediate supervisor.
- d. Complies with local, district, state, and federal laws, policies, and procedures.
- e. Maintain the integrity of confidential information relating to students, staff, or District patrons.
- f. Utilize Student Information System to add/update and retrieve student information in both digital and printed format for students, parents and other staff.
- g. Word process forms, letters, reports, tests, lessons, notices and other materials as required by the supervisor.
- h. Operate office machines including, but not limited to, copiers, phone and intercom system, computers. Maintain School website as needed.
- i. Compile, word process, and otherwise prepare reports, notices, certificates, and correspondence in both Microsoft Office and Google Office products as needed.
- j. Prepare purchase orders and requisitions as directed, place order online as directed.
- k. Prepare and process mass mailings as requested.
- l. Distribute daily mail as requested.
- m. Coordinate meetings and staffing, make contacts with parents for meetings and related situation, and arrange meeting location.
- n. Refer staff, students, and the community to building resources.
- o. Assist with administering and/or administer student medication in the health room or office, and use judgment when assessing the severity of an injury.
- p. Monitor and assist with student behavior as needed.
- q. Participate and maintain District provided training.
- r. Cultivate and model a respectful working and learning environment.

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- s. Ability to verify and input demographic information relating to student enrollments and attendance and/or dropouts.
- t. Enroll and unenroll students.
- u. Maintain student attendance, including parent contacts.
- v. Meet with Attendance Liaison and admin.
- w. Send attendance letters along with 10 day drop letters.
- x. Run state reports for the District and the site.
- y. Collect fees and deposit them where need be, such as for lunch or lost books.
- z. Ability to work cooperatively with staff, students, and the public.
- aa. Strong work ethic.
- bb. Organizes and oversees the daily work of student aides.
- cc. Ability to work with several departments at one time.
- dd. Attend training on the student information system for the purpose of better utilizing the system within the district.
- ee. High level of technical knowledge of computer systems hardware and software.
- ff. Working knowledge of board policies, enrollment, and withdrawal procedures.
- gg. Maintain student records through the use of the computer system, including but not limited to, grades, schedules, tags, enrollment information, basic student information, withdrawal information, and drop out data/10-day drop data.
- hh. Transfer records between schools for incoming and outgoing students.
- ii. Get SSID numbers from ODE for students.
- jj. Get IUID numbers from ODE for all sections offered.
- kk. Maintains immunization history on each student.
- ll. Calendar management
- mm. Assists the principal with the building budget
- nn. Assists with planning and logistics of special events

ESSENTIAL FUNCTIONS OF ELEMENTARY SECRETARY/REGISTRAR

- a. Print report cards and place them in student cumulative files.
- b. Makes class recommendations to the principal regarding placement of new students.
- c. Communicates to teachers regarding placement of new students.
- d. Ability to certify and issue official records as requested.

ESSENTIAL FUNCTIONS OF SECONDARY SECRETARY/REGISTRAR

- a. Ability to interpret the credit status of transferred coursework from other institutions.
- b. Ability to certify and issue official transcripts as requested.
- c. Open grading windows.
- d. Maintain dropout data for Administration and annual state report.

ESSENTIAL FUNCTIONS OF SVA SECRETARY/REGISTRAR

- a. Issues, tracks, collects, and inventories student Chromebooks throughout the school year
- b. Assists with basic Chromebook troubleshooting and connectivity issues
- c. Manually enters teacher provided grades into Synergy
- d. Manually enters each class into student schedules
- e. Functional working knowledge of online learning platforms

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2. OTHER DUTIES

- a. The Secretary must maintain and protect the confidentiality of students and families in accordance with FERPA and protect the rights of students to due process, dignity, privacy, and respect.
- b. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

EDUCATIONAL/VOCATIONAL PREPARATION

High school or GED certificate. Two years of post-secondary training and three years job experience as a secretary; or graduation from a recognized school of secretarial skills.

PHYSICAL DEMANDS

ENDURANCE-OVERALL STRENGTH: Medium Work

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

STANDING: Constantly (2/3 or more of the time)

Remain on feet in an upright position at a workstation or moving about from station to station.

WALKING: Constantly (2/3 or more of the time)

Move about on foot.

SITTING: Constantly- (2/3 or more of the time)

Remain in a seated position.

LIFTING/CARRYING: Frequently (up to 2/3 of the time)

Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic - Does not occur on every shift

Push by exerting force on an object so that it moves away from the force or worker and/or pull by exerting force on an object so that it moves toward the force or worker.

BENDING/STOOPING: Occasionally (up to 1/2 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/ or bend by extending the spine backward or from side to side.

REACHING: Frequently (1/3 to 2/3 of the time)

Extend the hands and arms in any direction.

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HANDLING: Constantly (2/3 or more of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands.

ROTATION: Constantly (2/3 or more of the time)

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

TALKING: Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

SPECIALIZED DEMANDS

VIDEO DISPLAY TERMINALS: Constantly

Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, gauges, etc.).

KEYBOARDS: Constantly

Enter data on keyboards (computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

ENVIRONMENTAL CONDITIONS

LOCATION: Inside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.

NOISE/VIBRATION: Constantly (2/3 or more of the time)

Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

LEARNING DEVELOPMENT DEMANDS

REASONING: Intermediate

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

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MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

READING: General

Read a variety of materials such as novels, magazines, atlases, encyclopedias, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Intermediate

Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

SPEAKING: General

Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

TEMPERAMENT REQUIREMENTS

REPETITION

Perform a few routine and uninvolved tasks repeatedly according to set procedures, sequence, or pace with little opportunity for diversion or interruption. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

PRECISION

Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards.

RELATIONSHIP REQUIREMENTS

PEOPLE: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Must be able to establish and maintain harmonious working relationships with fellow employees and the public.

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OTHER REQUIREMENTS

THINGS (EQUIPMENT/MACHINERY): Operating-Controlling

Start, stop, control, and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing gauges, dials, etc., and other devices to regulate factors such as pressure, flow, and speed.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s). The Rogue River School District #35 will provide reasonable accommodations upon request and as required in accordance with the Americans with Disabilities Act of 1990.

SIGNATURE	DATE
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