



SECRETARY

Classification: **Non-Exempt**

JOB GOAL:

To assure the smooth and efficient operation of the school office, so that its maximum positive impact on the education of children can be realized.

QUALIFICATIONS:

- High school diploma or equivalent;
- Fluent English/Spanish oral and written bilingual communication skills (whether or not required dependent on current staffing);
- Experience in clerical or secretarial work, requiring frequent contact with the public;
- Ability to accurately count and process cash;
- Computer entry experience;
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- Ability to maintain, correct, and organize files;
- Ability to schedule job assignments in a timely manner, with little assistance from supervisor;
- Ability to process correspondence and communications routine in nature;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and tact when dealing with staff, and maintain a high level of professionalism;
- Ability to accurately count and process cash;
- Respect confidential information;
- Have a First Aid card as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Building Principal.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include, but are not limited to, the following:

- Perform various receptionist, clerical, and secretarial duties in a school office, including some financial accounting;
- May act as Secretary to the Principal or other Administrators;
- Render various clerical services to teachers, as other duties allow;
- Assist in maintaining and processing appropriate student and school records;
- Type forms, reports, correspondences, and other materials, as assigned;
- Establish and maintain good working relationships;
- Make minor decisions independently, according to District policy and regulations;
- Adhere to prescribed routines;
- Perform some minor First Aid;
- Receive and handle money;
- Operate the office computer systems, including data entry and output, and remain current on administrative computer programs;
- Maintain the confidentiality of staff and student business;

- Participate in inservice training programs as assigned;
- Maintain a safe, well-organized work area; and
- Perform other duties, as assigned.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- ◆ Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board policy and established procedures.

OTHER:

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 (or the position itself) at any time as it deems advisable.

Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Elementary School at 150 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 1010.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature

Date

Employee Print Name

Date

Supervisor Signature

Date

Supervisor Print Name

Date