

Job Description

Job Title: Specialty Secretary

Department: Classified

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Summary: The Specialty Secretary efficiently manages student data, reporting, staffing, day-to-day program operation and ordering as it relates to the assigned program. The Specialty Secretary also performs clerical duties to ensure successful program operation.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

- a. Produce and maintain accurate records as assigned.
- b. Act as personal secretary to program director.
- c. Manage appropriate student files in relationship to programs and required reporting for the Oregon Department of Education.
- d. Travel to trainings as assigned.
- e. Attend and serve as support staff at parent, school and/or community meetings as assigned.
- f. Assign students to courses as assigned.
- g. Oversee staff and students as assigned.
- h. Must be able to work under pressure of deadlines and adjust to new situations.
- i. Must exercise independent judgment as needed.
- j. Ability to manage time effectively, determine priorities, work independently.
- k. Utilize working knowledge of school procedures, attendance and withdrawal procedures.
- l. Must have a working knowledge of computers, communication hardware, and office software programs.
- m. Process and validate Department of Education data for required State Reporting.
- n. Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
- o. Participate in appropriate professional development activities.
- p. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
- q. Performs other duties as assigned by director or administration.

Qualifications:

- Be at least 18 years of age.
- Have a high school diploma or equivalent.
- Ability to read and write in Spanish is desired.
- Must possess skills in clerical duties, supervision and skills in office administration.
- Must have exceptional personal integrity, maturity, collaborative skills, problem-solving skills and personal interest in working with students, staff, parents and the community.

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.

While performing the duties of this job, the employee is regularly required to sit, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required and depth perception. Occasionally the employee will lift up to 10 pounds such as lift files, and paper, and will repeat the same hand, arm or finger motion several times.

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 employee must be able to meet deadlines with severe time constraints. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Specialty Secretary will report to the building Principal and Program Coordinator or Director.

Terms of Employment:

Salary and work year as determined by the administration and in accordance with Board policy, individual work agreements and the collective bargaining agreement.

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.

I have read and understand this job description.

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