

JOB ANNOUNCEMENT

School Secretary

June 21, 2017



Alsea School District 7J
301 South 3rd Street
Alsea, OR 97324
541.487.4305
www.alsea.k12.or.us

QUALIFICATIONS:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including experience in: general bookkeeping, organization and filing, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
5. Efficiently use large databases.

EMPLOYMENT TERMS:

- **Work schedule:** 186 days per year. This includes all school days for 8.5 hours per day [7:30 AM – 4 PM], occasional Friday non-school days and some days over the summer recess.
- **Salary** depends on education and experience.

RESPONSIBILITIES:

This is a sample list of duties required by the School Secretary. *A complete Position Description can be found at:* <http://alsea.k12.or.us/media/2017/06/17.SchoolSecretaryPD.pdf>

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Superintendent.
3. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
4. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
5. Maintain leave requests for each staff member, recording absences, substitutes, and other required information. Prepare leave reports, coordinate with payroll as required.
6. Perform confidential secretarial and clerical tasks necessary for an efficient and effective school office.
7. Arranges substitutes for teachers, classified employees, and custodians. This position receives calls afterhours [often early in the morning or late at night] from staff to complete this task.

APPLICATION DEADLINE: July 19, 2017, by noon.

APPLICATION PROCEDURE: Submit an [Alsea School District application](#), resume and cover letter to via one option below.

DELIVER TO

Alsea School District
Attn: Katie Sapp
Alsea, OR 97324

MAIL TO

Alsea School District
PO BOX B
Alsea, OR 97324

FOR MORE INFORMATION

Contact: Katie Sapp
541.487.4305
katie.sapp@alsea.k12.or.us

** Alsea School District is an equal opportunity employer*