



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

JOB TITLE: SCHOOL SECRETARY

REPORTS TO: The Superintendent or designee

NATURE AND SCOPE OF JOB:

Under the direction of the Superintendent, performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures; greets and interacts with the public, works cooperatively with staff, students, and parents, and performs other related duties as assigned. Performs confidential secretarial and clerical tasks necessary for an efficient and effective school office.

QUALIFICATIONS:

The School Secretary shall:

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. Be proficient in the use of Microsoft Office or an equivalent computer program.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
9. Efficiently use large databases.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The School Secretary shall be employed under the following terms:

1. Work 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.
2. Salary, benefits, leave time, and other conditions per contract.

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Secretary shall:

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. Maintain ADM records and be able to properly track and report.
4. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
5. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
6. Maintain leave [sick, personal and professional] requests for each staff member, recording absences, substitutes, and other required information. Prepare leave reports, coordinate with payroll as required.



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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.
8. Type, reproduce and distribute notices to staff, students and parents.
9. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student files.
10. Enter student credits and graduation requirements into database. Order graduation diplomas and verifies that information is accurate on transcripts to meet graduation requirements.
11. Make announcements and operate the school intercom systems.
12. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Superintendent's or designee's responsibilities. Complete all required monthly and year end reports in a timely fashion.
13. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
14. Communicate to the Superintendent or designee any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
15. Assist the Superintendent or designee and staff in handling interruptions and emergencies, calling for assistance when needed.
16. Work cooperatively with other staff to complete large or time sensitive projects or emergency situations.
17. Maintain safe working conditions and operate electronic and other equipment needed to carry out job functions and responsibilities.
18. Open business office and superintendent mail, handle parent correspondence, respond to routine requests for information, and transcribe, word processing, and proofing letters and responses.
19. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
20. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
21. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
22. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
23. Purchase supplies and materials at the direction of the Superintendent or Business Manager.
24. Maintain the school phone system, assign phone numbers to new staff and troubleshoot with the phone company as needed.
25. Adhere to Oregon school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent or designee, and not otherwise prohibited by law or regulation.