

## JOB DESCRIPTION

### STUDENT SERVICES SECRETARY

**DIVISION:** District  
**DEPARTMENT:** District-wide  
**IMMEDIATE SUPERVISOR:** Student Services Director

**GENERAL DUTIES:** To provide secretarial, clerical, record-keeping and organizational support for the Student Services Office, assist in management of data collection for accountability to the State Department of Education in support of Special Education, Title 1, Migrant Education, ESL, TAG, Title 1 Supplemental Reading, and Homeless Education. Assist in supporting staff and parent needs and requests; arrange transportation services for SPED students, managing purchase orders and budget accountability records, plus other duties as assigned by the Director of Student Services.

#### ESSENTIAL REQUIREMENTS:

- A. Passing score on a Paraprofessional Assessment or 2 years of college level courses (72 hours). Assessment must be completed within 90 days of hire
- B. High School Diploma or equivalent
- C. First Aid card required (may be obtained subsequent to hire)
- D. Know correct forms for various correspondence, possess the ability to spell correctly and use proper English
- E. Ability to understand and carry out oral and written directions
- F. Able to handle a variety of activities and interruptions in a polite, business-like manner
- G. Skilled in Microsoft Office-Word, Power Point, Access, Excel, Publisher
- H. Knowledge of, or able to learn Esis, Synergy, Oregon SPED
- I. Experience with bookkeeping and purchase orders
- J. Able to maintain confidentiality

## **ESSENTIAL RESPONSIBILITIES**

- A. Initiate and answer telephone calls, make appointments, interview callers, furnish desired information or refer callers to the proper authority
- B. Take and transcribe dictation of letters, materials of a confidential nature
- C. Write letters and memoranda from rough notes or oral instructions, compose correspondence independently
- D. Maintain files, including files of confidential material. Compile, enter, maintain, and disseminate student information data as per District requirements
- E. Assist in management of data collection for accountability to the State Department of Education in support of Special Education, Title 1, Migrant Education, ESL, TAG, Title 1 Supplemental Reading, and Homeless Education.
- F. Arrange transportation services for SPED students
- G. Learn, interpret, and apply school policies, laws, rules and regulations
- H. Manage special education purchase orders and budget accountability records
- I. Utilize computers effectively for smooth operation of the district
  - 1. Use a variety of word processing software programs (Word, Works)
  - 2. Use spreadsheet software (Excel)
  - 3. Set up data bases
  - 4. Ability to learn new software programs quickly
  - 5. Utilize and input data in numerous Special Education database
  - 6. Set up computer templates
  - 7. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- J. Order and process equipment, supplies, and materials for special education
- K. Required to maintain current first aid/CPR certificate
- L. Perform such other related duties as may be required by the Student Services Director or the Superintendent

Banks School District 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 the expectation of every employee to offer his/her services wherever necessary to ensure the success of students.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			<b>X</b>		

\*Identify items typically moved: misc office equipment/furniture

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“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)

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date