



Ashland School District Job Description

Job Title: Secretary I
Assignment: Office
Reports To: Building Administrator(s)
Evaluated By: Building Administrator(s)
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for providing general administrative office support, performing a wide variety of clerical work for the efficient operation of the school or department and greeting the public. Performs duties with close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
 2. Provides administrative support to school staff and assist office manager as requested.
 3. Performs general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
 4. Greets parents, students and staff in main office and directs as appropriate providing guest badges, bus passes, etc.
 5. Inventories and stocks office supplies for the main office, staff work room and school staff.
 6. Completes computer data entry work, using District computer programs and student information with speed and accuracy.
 7. Collects student fees and sports monies.
 8. Maintains accurate student records including daily attendance records and update student database as required.
 9. While working collaboratively with others, implements decisions within ASD established policies and procedures.
 10. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
 11. Works collaboratively with District and building administrators and other department staff to provide reliable service to customers.
 12. Communicate clearly with coworkers and other staff.
 13. Participate as an effective team member.
 14. Provide impeccable customer service.
 15. Interacts thoughtfully and courteously with students, staff, administrators and parents and resolves conflict in a professional manner.
 16. Maintains appropriate certifications and training hours as required.
 17. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Troubleshoots, coordinate service and supplies of office machinery (copy, fax, postage meter, etc.)
2. Updates school bulletin boards and calendars.
3. Reports issues to authorities as necessary.
4. Attends in-service trainings.
5. Attends staff meetings.
6. Provides coverage for breaks and lunches of other staff

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and one year related successful experience in typing, general clerical and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare general correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to handle small amounts of money and account for monies received.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use standard internet software, e-mail, database, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: Student information systems, substitute calling software, word processing, spreadsheets and email software. Ability to create charts and graphs using spreadsheet software. Ability to type accurately and proficiently. Ability to run accurate reports.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's license and ability to obtain a valid First Aid/CPR card.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

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 work environment is in a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate and occasionally high, depending on student population and activities. May be exposed to blood borne pathogens.

OTHER

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, pursuant to Collective Bargaining Agreement.

Prepared By: JDC Reviewed By: JDC Adopted:	Prepared Date: February 11, 2016 Review Date:
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I have read and understand this job description.

Signature:

Date:
