



## Ashland School District Job Description

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

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### JOB SUMMARY

This position provides full spectrum administrative support to the school administrative office including matters of a confidential nature. Handles daily work pressures, requiring a volume of work which must be completed within a specified period of time. Coordinates the work of others as needed or directed. Performs duties with minimal supervision.

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### 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 director, school staff and assist office manager(s) 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 office and directs as appropriate providing guest badges, etc.
5. Schedules use of building(s).
6. Assists with staff assignments and lists.
7. Maintains accurate student and staff records.
8. Collects fees and monies, and reconciles accounts, payables, accounts receivable and purchasing.
9. Develops department budgets
10. Compiles and prepares accurate reports for administration as required, including state reports for school or department, timesheets, meeting minutes, etc.
11. Completes computer data entry work, using district computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
12. Follows and administers medical protocols for students/staff and provides first aid to staff and students as well as maintains an accurate log of distribution consistent with district policy(ies).
13. Maintains accurate student and/or staff records including daily attendance records, immunizations, and updated databases as required.
14. Communicates status of projects and information to stakeholders: parents, staff, community.
15. Manages special projects and events as assigned by administrator.
16. Assists other office staff as needed.
17. Provides support for student and parent groups, events, celebrations, etc.
18. Coordinates staff appreciation, awards nights and other events including program, presenters, invitations, winners and list of awards.
19. Appropriately maintains and secures confidential records and inquires.
20. Maintains information library including ordering materials annually and maintaining check out procedures.

22. Sets up college interviews and visits to school including schedule, passes, and attendance lists.
23. Maintains accurate and complete graduate/subject/withdrawal files.
24. Maintains current scholarship information, deadlines and reminders.
25. Assist with registration and residency.
26. Maintains current transcripts and files.
27. Coordinates academic testing.
28. While working collaboratively with others, implements decisions within ASD established policies and procedures.
29. Communicates clearly with coworkers and other staff. Follows confidentiality requirements.
30. Participates as an effective team member.
31. Provide impeccable customer service. .
32. Appropriately maintains and secures confidential records and inquiries.
33. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
34. Maintains appropriate certifications and training hours as required.
35. 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, coordinates service and supplies of office machinery (copy, fax, postage meter, etc.)
2. Coordinates travel and assist with other administrative needs.
3. Schedules use of building.
4. Reports issues to authorities as necessary.
5. Attends staff meetings.
6. Attends in-service trainings.
7. Assists with graduation.
8. Provides coverage for breaks and lunches of other staff

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### **SUPERVISORY RESPONSIBILITIES**

This position may supervise other staff, office assistants, volunteers and student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### **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 at least 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 students 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, regulatory agencies 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 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 and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to work independently with limited supervision.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License. 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 and climb stairs. 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 school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. May be exposed to bloodborne 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:	Prepared Date: January 2016
Reviewed By:	Review Date:
Adopted:	

I have read and understand this job description.

**Signature:**

**Date:**

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