

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Department Secretary 2
Secretary to the Executive Director

IMMEDIATE SUPERVISOR Executive Director

GENERAL DUTIES

Provide secretarial support for Executive Director. Communicate orally and in writing regularly with administrators, office managers, teachers, parents, and community persons. Assist with the preparation of Board material, scheduling meetings, providing reports and other documents. Provide positive leadership to other department clerical personnel.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Demonstrated successful secretarial job experience, preferably at an administrative or supervisory level
- C. Possess excellent written and oral communication skills
- D. Flexible and adaptable to changing activities and work loads
- E. Excellent computer skills, including word processing, spreadsheets, data bases, and other applications
- F. Knowledge of efficient office procedures and practices
- G. Ability to take initiative and work independently and to follow directions, both oral and written
- H. Ability to work positively and cooperatively with others
- I. Ability to use a ten key pad
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- K. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Handle written correspondence and oral communication with staff and public
- B. Maintain curriculum and operational files and documents relating to the department, and respond to related inquiries
- C. Provide positive leadership to other department clerical personnel
- D. Manage department and grant budget records and assist with purchasing
- E. Provide planning and logistical support for staff training activities
- F. Produce minutes, reports and other documents using word processing, data bases, spreadsheet and other programs
- G. Assist in the development, organization and production of District and school documents
- H. Input and format computer data for departmental, school and committee needs
- I. Perform a variety of bookkeeping and accounting tasks
- J. Cultivate and model a respectful working and learning environment

This organization 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 our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

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

*Identify items typically moved: _____

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 and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position 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

12 Month Office Support Pay Schedule

Pay Grade: F

Last Revised: June 2007