

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Department Secretary 3**  
**ESL/Migrant Education**

**IMMEDIATE SUPERVISOR**            Director of ESL/Migrant Education

**GENERAL DUTIES**

Assist with desk audits, assessment software distribution and tracking, and technical reports based on data from multiple state, District, and department computer applications.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent, with extensive computer training and experience
- B. Skilled user of entire Microsoft Office Suite, including experience with Access, Excel, and other database applications
- C. Excellent written and oral communication skills
- D. Excellent organizational skills with the ability to maintain records and assist in planning and scheduling data collection process trainings
- E. Ability to support staff in development of report requirements and use of data reports
- F. Ability to organize and develop data reports from various computer programs for monthly caseloads, desk audits, and other reports as requested
- G. Ability to select appropriate programs to display data for decision-making
- H. Ability to understand information flow from the District and/or user prospective
- I. Ability to retrieve, organize and develop report for users and central decision-makers
- J. Flexible and adaptable to changing activities and work loads
- K. Ability to take initiative and work independently and to follow directions, both oral and written
- L. Ability to effectively work and communicate with the public and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- M. Maintain integrity of confidential information relating to students, staff, or district patrons
- N. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Provide assistance to the ESL/Migrant Education director and ESL/Migrant Education TSAs in the development of reports on ESL/Migrant student programs, information, and assessments
- B. Assist with providing guidelines for developing upgrades on student information systems relative to ESL/Migrant student information and assessment data
- C. Provide assistance to school staff in the implementation of programs for the gathering of student information to meet school and district standards
- D. Provide information to staff on data available to meet departmental objectives
- E. Assist Director with entering and maintaining data in the Oregon Department of Education NCLB data base
- F. Maintain department budgets and spending activities

- G. Work with the District grant specialist to track and maintain federal grant spending activities
- H. Assist Director with entering and maintaining budget and staffing data using District applications/programs
- I. Provide all ESL/Migrant Education department staff at the administrative and school level with technical assistance to maintain District information files, software applications, and department records
- J. Coordinate with Technology Services to purchase, distribute and track ESL/Migrant Education programs and assessment software
- K. 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)

<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 lbs.</b>					
*Lifting/Carrying Maximum weight: <b>40 lbs.</b>					

\*Identify items typically moved: \_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will 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.

**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

**Pay Grade:** 12 Month Office Support Pay Grade G  
**Last Revised:** June 2009