

**HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION**

Department Secretary 4

Secretary – Deputy Superintendent

IMMEDIATE SUPERVISOR Deputy Superintendent

GENERAL DUTIES

Provide secretarial support for the Deputy Superintendent for Support Services. Communicate orally and in writing regularly with Board members, administrators, teachers, parents, and community persons. Assist with preparation of Board materials, scheduling meetings, providing reports and other documents, maintaining budget records, and purchasing.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Demonstrated ability to organize and prioritize work tasks
- C. Demonstrated successful secretarial job experience, preferably at an administrative or supervisory level
- D. Excellent written and oral communication skills
- E. Excellent computer skills, including word processing (60 WPM) and other applications
- F. Knowledge of efficient office procedures and practices
- G. Ability to work positively and cooperatively with others
- H. Ability to take initiative, to work independently, and follow directions
- I. Flexible and adaptable to changing activities and work loads
- 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 principals, staff, and the public
- B. Maintain support services files and documents , and respond to support services related inquiries
- C. Assist with scheduling, planning, and reporting for district-level staff
- D. Manage budget for the office of the Deputy Superintendent, and assist with purchasing
- E. Provide planning and logistical support for staff training activities
- F. Create and manage the system to maintain support services records
- G. Produce minutes, reports, and other documents using word processing, database, spreadsheet, and other programs. Access and create computer records for support services department
- H. Perform secretarial duties for the Superintendent in the absence of the Superintendent's secretary, or on an "as needed" basis
- I. Assist in the development, organization, and production of District and support services documents
- J. Input and format computer data for departmental, school, and committee needs

- K. Create and maintain databases including, but not limited to, committees and support services records
- L. 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)
- 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

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: H

Last Revised: June 2007