

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Secretary 2

IMMEDIATE SUPERVISOR Department/School Administrator

GENERAL DUTIES

Perform secretarial/clerical duties involving the checking, follow-up, and recording of activity in the department within established procedures. Contact parents and students in person or by telephone. Carry out the specific secretarial needs of the department.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Ability to perform basic math computations, secretarial and clerical functions with speed and accuracy
- C. Ability to work and communicate effectively with students, parents, and school personnel in English and Spanish or other languages related to the job, may be required
- D. Possess knowledge of, and experience with, word processing programs
- E. Ability to remain tactful and polite in stressful conditions
- F. Demonstrated keyboard skills
- G. Ability to understand and follow oral and written instructions
- H. Ability to maintain effective, positive relationships with students, fellow employees and the general public
- I. 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
- J. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Monitor, record, and investigate as appropriate, all student attendance and absences
- B. Refer problems and concerns to proper administrator for attention, as needed
- C. May contact parents directly
- D. May supervise students
- E. Maintain appropriate records and files which may involve computer input
- F. Respond to student needs and concerns within the scope of the department
- G. May serve as back-up for other secretarial/clerical personnel
- H. May direct the work of other clerical personnel, student aides, etc
- I. Cultivate and model a respectful working and learning environment
- J. Operate office machines as required, including computers
- K. Support the Assistant Principal as needed
- L. May be required to maintain current First Aid/CPR certification
- M. May be required to assist in the implementation and designation of medical protocols as needed in carrying out the functions of the school health room, e.g., administration of medication, screening for head lice, and maintaining records

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

Less than 12-Month Office Support Pay Schedule

Pay Grade: C

Last Revised: June 2007