

**Warrenton-Hammond School District
Job Description**

Job Title: Head Secretary – South Jetty High School
Reports To: Director of Education

JOB SUMMARY

This position provides full support to the administrator and staff including matters of a confidential nature while handling daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time. This school environment is designed for students who have been placed in the custody of the Oregon Youth Authority (OYA) by juvenile courts or the Department of Corrections. Students in this Youth Corrections education program are all adjudicated youth or convicted offenders. Due to the nature of the student population strict student supervision is essential for safety, security and in order to successfully transition students back into the community.

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 duties may be assigned.

1. Follows and maintains knowledge of all District and OYA policy(ies) and procedures.
2. Performs Registrar Duties: grades/credits, transcripts, attendance, ODE Reports, records requests, student file maintenance, system updates, and JJIS documentation.
3. Performs general office duties including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, sorting and handling incoming and outgoing mail, as needed.
4. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepares in a usable format for school principal or his/her designees.
5. Completes a high volume of computer 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.
6. Processes and tracks employee timesheets and submits to administration for approval.
7. Assists in preparing District informational materials (i.e., brochures, newsletters etc.).
8. Reconciles account balances and financial documentation (bank statements, cash receipts, school accounts) ensuring accuracy.
9. Independently or in accordance with general instruction, composes correspondence on a wide range of subjects, requiring knowledge of procedures and policies of the assigned area.
10. Adheres to all District/OYA policies on the collection and disbursement of funds, keeps accurate and up-to-date records within the guidelines of the District, the state and auditors.
11. Answers inquiries concerning standardized policies, procedures, and regulations.
12. Coordinates scheduling of meetings, appointments and travel and assists with all other administrative needs.
13. Schedules conferences, programs, events and Master Schedule as required including creating schedules, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).
14. Places orders for all classroom and office supplies, as needed or requested.
15. Maintains accurate student medical and medication records.
16. Manages special projects as assigned.
17. Professionally represents the school and the District in interactions with parents, community, staff and students.
18. Maintains appropriate certifications and training hours as required.
19. Appropriately maintains and secures confidential records and inquiries

20. Complies with applicable District, OYA, state, local and federal laws, rules and regulations.
21. Attends work regularly and is punctual.

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 duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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. 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 experience and/or training or equivalent combination of education and experience. Associates degree (A.A.) or equivalent strongly preferred. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a correctional office 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 multi-task and successfully work with students, staff and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Outlook, Publisher and QuickBooks. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an alternative educational environment with rigid standards and appropriately react to a wide spectrum of behaviors and threats from students in compliance with OYA and District policy. Background or understanding of mental health issues including substance abuse, physical and sexual abuse and other social characteristics faced by delinquent youth strongly preferred.
- **Certificates, Licenses, Registrations:** Certificates as determined by the OYA and District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card. Completion of weeklong OYA New Employee Orientation. Maintain safety/security training including but not limited to, self-defense and bloodborne pathogens.

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; stand; 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 occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with a correctional setting. The work environment is non-standard for education. The environment is tightly controlled. It more closely aligns with a correctional setting than a standard school setting. There are very strict standards with the emphasis on safety and security at all times. Staff must be vigilant in monitoring behaviors and be able to react appropriately to a variety of threats. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and altercations that may arise. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens and other infectious diseases. The employee is exposed to students with violent histories who suffer from a variety of social and mental health issues.

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.

I have read and understand this job description.

Signature:

Date:

