

HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

Job Classification: Student Services/Special Education Secretary

Job Purpose Statement/s: The Student Services/Special Education Secretary is done for the purpose of providing administrative and secretarial support to assigned administrative personnel; communicating information on behalf of administrator to other staff, districts or agencies; coordinating activities of assigned administrative personnel; ensuring compliance of activities under area of responsibility with financial, legal and administrative requirements, and providing information, recommendations and/or direction as may be requested by assigned administrator. This position is under the supervision of the Director of Student Services/Special Education and does not supervise other employees.

Essential Job Functions:

- **Greet** employees and visitors to the office in a pleasant informed manner, for the purpose of providing information and creating a positive image of the district.
- **Prepare** written documentation (e.g., correspondence, grant applications, reports, studies) as required for the purpose of clearly communicating necessary information.
- **Manage** student data, documentation and files regarding special education students, work with staff to ensure that required documentation is timely submitted and properly filed
- **Prepare, gather and submit** required reports and surveys to Oregon Department of Education and other required agencies. Work with staff to ensure that documents and forms are submitted timely
- **Assist** with communication and coordination between staff and parents for summer school for special education students
- **Respond** to voice, text and email communication for the purpose of prompt communication of necessary information.
- **Record** minutes or summaries of meetings as required
- **Assist** with the organization and preparation for inservice and workshop activities for the purpose of providing necessary support to administrator.
- **Manage** the creating and tracking of purchase orders in the eFinance system
- **Maintain** fiscal information, files, and records for other special revenue funds.
- **Maintain** consistent and predictable attendance to meet the requirements of the position

Other Job Functions:

- **Order** supplies for the office for the purpose of ensuring material necessary for the efficient operation is available.
- **Sort and Distribute** incoming mail for the purpose of prompt communication of necessary information.
- **Attend** meetings as assigned for the purpose of conveying and/or acquiring information required to perform functions.
- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Monitor** centrally located office equipment for proper functioning and assist individuals when equipment fails.
- **Provide** assistance to the Director of Student Services and Special Education in other areas as requested.
- **Perform** other duties as assigned

Job Requirements – Minimum Qualifications:

Skills: Operate standard office equipment including basic computer applications including, but not limited to Microsoft Word, Microsoft EXCEL and Microsoft Outlook., voice communication equipment, copiers, calculator and postage machine. Excellent written and oral communication skills.

Knowledge: Appropriate English language usage in both written and verbal forms, including use of correct spelling, grammar and punctuation.

Abilities: Work independently and to understand and carry out oral and written instructions. Detail oriented and communicates in a professional manner with staff and the public.

Experience: Prior job related experience working with the public in an office setting, information processing and data entry.

Education: High School Diploma or equivalent required.

Certificates and Licenses Required: Current Driver’s License.

Continuing Education/Training Clearances: Pre-employment drug testing, pre-employment criminal justice fingerprint clearance.

Physical Requirements:

1. In a typical day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this

PRINT and SIGN YOUR NAME HERE

job description, and understand that a copy of this job description will become part of my personnel file.