

**HOOD RIVER COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT

Job Purpose Statement/s:

The Administrative Assistant provides clerical support of a confidential nature to the Superintendent of Schools and the Board of Directors; communicating information to staff, the public, and other districts; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

Essential Job Functions:

Composes documents, correspondence, agendas, minutes, bulletins, reports, etc., for the purpose of communicating information to school and district personnel, the public, state officials, etc.

Prepares confidential information regarding administrative evaluations, student behavior information, salary proposals and negotiations.

Evaluates situations involving other staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

Monitors assigned activities and/or program components (e.g. education code, district requirements, program budgets, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.

Oversees workload of department for the purpose of maximizing the efficiency of the workforce and meeting operational requirements.

Prepares written materials, brochures, newsletters, etc., for the purpose of conveying information regarding school and/or district activities and/or procedures.

Prepares student and staff recognition letters and certificates, such as sports/activities recognition letters, volunteer recognition certificates and staff service pins.

Processes documents and materials, schedules, agendas, mail, etc., for the purpose of disseminating information to appropriate parties.

Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions. Maintains confidentiality when working with private material concerning the district or individuals.

Maintains Board policy handbook; prepares revisions, updates website and distributes revisions.

Processes requests for non-resident student attendance.

Acts as secretary to the Board of Directors; prepares Board meeting agenda and attachments; attends Board meetings and executive sessions; takes and prepares minutes of the meetings.

Processes public notices and prepares Budget Committee agenda and attachments.

Prepares all notices and resolutions for election of board/local school committee members and tax levy elections.

Other Job Functions:

Assists other office personnel as may be required for the purpose of supporting them in the completion of their work activities.

Processes materials for opening-of-school activities such as administrator retreat and school registration.

Prepares and distributes annual staff directory and annual report to the public.

Works with school officials to assure local residency of students.

Microfilms high school transcripts, school attendance reports, Board minutes and Business Office documents. Provides copies of official transcripts to colleges and universities and to the public.

Prepares monthly student enrollment reports.

Serves as district technology secretary; prepares, attends and takes/transcribes minutes for technology meetings, maintains equipment/software check-out and notifies district personnel of technology issues.

Oversees check-out of district office van.

Manages worker compensation claims and serves as liaison for the district; including early return-to-work, claim settlement, notification of time loss, etc.

Hires and supervises high school work experience student.

Other duties as assumed and assigned.

Job Requirements/Qualifications:

Experience required: High School diploma with post-secondary secretarial training preferred, or prior job-related experience with increasing levels of responsibility preferred.

Skills, Knowledge and/or Abilities Required:

Skills to operate standard office equipment including use of basic computer applications (word processing, spreadsheet publishing and fiscal management software), use English in both written and verbal form, use correct spelling, grammar and punctuation. Effective communication skills and ability to work with confidential material.

Knowledge of rules and regulations related to assigned functions, basic budgeting, financial and statistical recordkeeping, standard office equipment.

Ability to meet public, provide information and deal with complaints in a professional and helpful manner.

Ability to organize and complete many tasks independently in a busy office setting.

Ability to sit for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

Preferred: Bilingual/biliterate in English/Spanish, prior employment in schools and experience in taking meeting minutes.

Works: 261 days/year 2003-04 wage - \$16.66/hr
 Plus approximately 2-5 hours of overtime monthly for School Board meetings
 2 meetings monthly: August, September, October, January, February, April, May, June
 1 meeting monthly: July, November, December, March

Education:

High school diploma or equivalent.

Licenses, Certifications, Bonding and/or Testing Required:

Criminal justice fingerprint clearance.
 Ability to obtain Oregon Notary Public certificate.
 Must successfully complete pre-employment drug screening.

PHYSICAL REQUIREMENTS:

1. In an eight-hour 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:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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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:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input checked="" type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements: