

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

**JOB TITLE:** Title I C Recruiter-Secretary 2

**Job Purpose Statement/s:** The position of Bilingual Secretary 2 is for the purpose of providing clerical support, translation and interpreter services, serve as home/school liaison as necessary, preparing financial, legal and other reports, providing information and/or direction as requested, and may work under the guidelines from the Title 1C-Migrant Education.

**IMMEDIATE SUPERVISOR:** District Office Administrator/Principal

## **ESSENTIAL Job Functions:**

1. Communicates orally and in writing with students, parents, and school personnel in English and Spanish
3. Serves as an interpreter when needed
4. Makes home visits, contact parents and students in person, or by phone and serves as a Liaison between the school and the family
5. Identifies recruits, and makes decisions on student eligibility for Title I-C programs
6. Works with families to engage students in school programs.
7. Performs secretarial and clerical functions, including word processing programs and spreadsheet functions with speed and accuracy
7. Understands and follow oral and written instructions
8. Composes and translates documents (e.g. correspondence, agendas, minutes, bulletins reports) for the purpose of communicating information to school and district personnel, the public, state officials, and/or other agencies
9. Completes required reports on time and with accuracy including
10. Maintains effective relationships with students, parents, community members, fellow employees and the general public.
11. Remains tactful and polite in stressful conditions.

## **Other Job Functions:**

1. Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
2. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
3. Maintains regular attendance.
4. Other duties as assigned

## **Job Requirements – Qualifications**

**Experience & Education Required:** One year of job related experience, diploma or equivalent.

**Skills:** Operate standard office equipment including use of basic computer applications, use English and Spanish in both written and verbal form, use correct spelling, grammar and punctuation.

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

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

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; district drug screen clearance; BBP training, passing score on ACTUL Spanish Fluency Test; maintain a driver's license and appropriate insurance

**K. Physical requirements, which may include:**

1. In an eight-hour day the employee may:
  - a. Stand/walk 6 - 8 hours
  - b. Sit 6 - 8 hours
  - c. See and hear oral and written instructions
2. Employee may use hands for repetitive:  
Grasping, pushing and pulling, manipulation
3. Employee may need to use feet for repetitive movement as in operating foot controls:
4. Employee may need to:

a. Bend	Frequently
b.Squat	Frequently
c.Climb Stairs	Occasionally
d. Lift	Occasionally
5. Employee may need to lift 20 pounds occasionally