



# Job Description

<b>Job Title:</b>	<b>Secretary III – Early Childhood</b>	<b>Department:</b>	Multnomah Early Childhood Program
<b>Schedule:</b>	12 months per year / About 260 days per year	<b>Reports To:</b>	EI/ECSE Administrator
<b>Classification:</b>	Class 14	<b>Prepared By:</b>	HRA Job #100/DDSD HR
		<b>Prepared Date:</b>	2023
<b>FLSA Status:</b>	Non-Exempt	<b>Approved By:</b>	HR
		<b>Approved Date:</b>	12/12/2023

## SUMMARY

Performs a full range of secretarial and specialized demonstration duties to support efficient programs or other operations requiring specific knowledge of MESD program functions, policies, and procedures. Typical duties depend on specific assignments and may include providing staff support to Director, Associate Director, Coordinators, Supervisors, and staff; serving as secretary; demonstrate how to use department forms, preparing detailed records, budgets, personnel actions, and administrative reports; provide department level support in technology related issues including hardware and software support and diagnosis, and problem resolution.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

### Administrative Duties

- Coordinates, schedules, and arranges programs or other secretarial services with various supervisors, staff members, departments, or agencies.
- Consults with coordinator and supervisors, district referring staff and appropriate resource personnel to identify, create formats through template design and provide specific training activities on use of the formats, resource references and literature reviews including accessing information from the Internet for teachers, administrators and support staff (i.e. program inventories, back to school materials, student services, electronic IEP/IFSP management for use in analyzing special education data)
- Uses office machines such as a computer terminal, adding machine, photocopier, telephone, or other standard office equipment. Also operates word processing, spreadsheet, database, and other software.
- Prepares letters, memos, forms, manuals, contracts, legal statements, grants, and reports from written drafts or oral instructions.
- Composes and proofs material to assure proper layout, grammar, and inclusion of pertinent information.
- Initiates regularly recurring reports, listing of local, state, counties and national staff development opportunities in special education, and standard form letters.



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- Maintains program, nursing, or department records, making periodic audits as necessary, and prepares follow-up reports requiring action on a periodic basis.
- Provides confidential secretarial and support services for Associate Director, Coordinator, Supervisor and/or department staff which may include responsibility for matters such as reception services, appointments, meeting arrangements, word processing, filing, spreadsheets, designated administrative services.
- Serves as secretary to committees by preparing agendas and support material; attending meetings, takes and transcribes minutes. Prepares and distributes final minutes and reports; conducts follow-up assignments.
- Work as liaison between agency staff in developing and monitoring software and network systems.
- Assists with self-evaluation and monitoring of program service delivery for programs.
- Searches files and records for readily identifiable information as directed or based on department policies or legal requirements. Obtains information from others as necessary to complete assignments, create templates necessary for tracking inventories and electronic IEP/IFSP management.
- Contributes to the economic efficiency of the program or other function, for example, by creating templates for use in reporting and tracking expenditures for grants, and train other programs administrators and secretaries on the use of the forms, other expenditures and billing systems as needed, tracking and reconciling unit grants, funding, or petty cash, and performing budgeting and bookkeeping functions.
- Serves as a contact person for the program or other function which may include responsibilities for parent, student, or other customer communications, and/or liaison with other MESD departments, school districts, or agencies.

## Purchasing

- Processes purchase orders, expense reimbursement statements, travel requests, and other related requisitions assuring proper approvals, coding, and records; purchases office supplies and equipment for the unit and maintains inventory of supplies and related materials.
- Manage all aspects of program travel arrangements including hotel arrangements and airline purchases/coordination.
- Annual coordination and payment of all program SLP license renewals.
- Annual coordination of program supply maintenance and payments such as audiometer calibrations and annual supply purchasing.
- iVisions submissions, searching and coordination of workshop/conference registrations with staff and administrators.
- Scheduling coordination with vendors such as audiometer calibration company.

## ODE Reporting

- Collect, compile, and generate the following reports:
  - Monthly EI/ECSE Count Data for Region 6 (Multnomah, Hood River, and Wasco County).
  - Monthly Rolling Average Report for Program Director to present at monthly EI/ECSE Directors meeting.
  - Monthly Special Education Advisory Report for Program Director to share with program administrators and DDS.
  - Monthly Removal/Reduction Data.
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- Annual Private Preschool Collection to submit to ODE as well as districts in Multnomah County.
- ODE Annual Count Collection and correction report.
- ODE Annual June Exit Collection and correction report
- ODE Annual Child Find Collection and correction report.
- Annual Discipline Incidents and Physical Restraint Seclusion Collection.
- Program immunization reporting.
- Perform other duties, as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. 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**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Equal to a high school education or equivalent.
- Up to one year post high school education or vocational training may be required.
- 1-2 years of experience is required.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to apply concepts of basic algebra and geometry.

## **COMPUTER SKILLS**

The job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

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## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

## **WORK ENVIRONMENT**

This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

## **PHYSICAL DEMANDS**

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves the use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

## **MENTAL DEMANDS**

Positions at this level require regular (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

## **PAY EQUITY SCOPE**

The position has regular communication inside and outside the organization to exchange ideas and gather information with minimal assigned responsibility for creation, development or design of new products, programs, methods, system, procedures, or policies. The requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position. There is the expectation to identify ideas to improve own work processes or work group processes. Positions at this level have some impact to and influence on expense or budgetary outcomes. Dollar amounts influence would be considered limited. Responsibility for the prudent use of organization assets may extend beyond own work responsibilities to the work unit or department financial management. Positions at this level have some need or ability to analyze problems or concepts or make decisions on the information with some impact to and influence on organization operations, programs. Ability to influence outcomes occurs some but is limited to personal interactions with assigned customers. some ability to influence organization image. Supervisory action would prevent or correct most issues. "Customer" service is a regular aspect of the position and actions could impact user satisfaction levels. Positions at this level are expected to handle regularly assigned work. Which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have some must consider own work and work of others. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with their own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

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## ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.*

*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

Employee Signature:		
Employee Name:		
Date:		