



Job Description

Job Title:	Secretary II – College & Career Center Secretary	Department:	Education-High School
Schedule:	7 hrs. per day / 10 months per year / About 220 days per year	Reports To:	Office Manager
Classification:	Class 12	Prepared By:	HRA Job #109/DDSD HR
FLSA Status:	Non-Exempt	Prepared Date:	
		Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

To assist the School-to-College and Career Coordinator in operating the Career Center and facilitating the School-to-College Career activities.

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:
 - Research – opportunities as the student’s request.
 - Review student data submitted online.
 - Update and Create Career Center Website.
 - College:
 - Coordinate college visits with various institutions from all over the country.
 - Assist students and families with FAFSA/ORSAA needs.
 - Develop and coordinate college workshops, placement testing, individual institution application workshops, financial aid workshops, information nights, etc.
 - Develop and coordinate major college events such as College Application Week, College Signing Week, College Nights, College and Trades Fairs, Oregon Public Universities Visits, etc.
 - Assist students and faculty with dual credit opportunities.
 - Advise students on various college needs.
 - Proof-read essays for admissions or scholarship needs
 - Coordinate and perform practice interviews with students for scholarships or admissions entry.
 - Attending college workshops to obtain current information and changes for admissions and FAFSA/ORSAA.
 - Develop relationships with local college admissions representatives.
 - Maintain data regarding college activities.
 - Organize college visits to various post-secondary institutions around the state.
 - Accumulate scholarship lists for students to access.
 - Coordinate and arrange scholarship meetings for students and city organizations.
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- Develop relationships and partner programs with local community colleges.
- Provide Perkins/Pathways Grant Funding/ Budget Support.
- School-to-Career:
 - Coordinate student participation, process paperwork and update and maintain database for Work Experience Credit
 - Coordinate company visits, mock interviews, and job shadows in support of the school's career exploration program
 - Serve as the liaison for CIS (Career Information Systems)
 - Develop marketing materials, brochures, presentations, and forms for various programs including business and education partnerships.
 - Work with students to identify interests and needs.
 - Identify and recruit various businesses, agencies, and community members to obtain internships and job shadows for students in Career Pathway programs.
 - Identify and recruit various businesses, agencies, and community members to obtain School-to-Career opportunities for students including mock and informational interviews, worksite tours, guest speakers, and other needs as requested.
 - Coordinate student participation and process paperwork for all school-to-career activities including Career Pathway student volunteer hours.
 - Attending community outreach meetings as requested.
 - Complete reports as requested.
 - Utilize and maintain School-to-Career database systems.
 - Oversees all the trips outside of the building for various school-to-career activities.
 - Accumulate information regarding apprenticeships and trade programs.
 - Identify and recruit various businesses, agencies, and community members to obtain School-to-Career opportunities for students.
 - Coordinate student participation, process paperwork and update and maintain database for Work Experience Credit.
 - Develop and coordinate major college and School-to-Work events.
 - Provide Feedback – on essays and choices of colleges.
 - 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.



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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:

- High school education or equivalent. Up to one year post high school education or vocational training may be required.
- Programs leading to certificates obtained in 1 year or less are also placed at this level. Up to 1 year of experience.

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.

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

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. 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,



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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 encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

The position has regular communication inside and outside the organization to exchange ideas and gather information with regular responsibility for creation, development, design, or problem solving of new product, program, methods, systems, procedures, or policy issues. The requirement to create new ideas and/or generate original work is an important aspect of the position. Approximately half of the work time is spent on creative or developmental endeavors requiring both original work and substantial refinement of previous practices. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problems or concepts or make decisions on the information. Position has minimal influence on organization operations and programs. The ability to influence treatment outcomes is minimal. The ability to influence overall the agency's image is minimal. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. 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. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

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:		