



PARKROSE SCHOOL DISTRICT #3

10636 N.E. Prescott Street

Portland, Oregon 97220

PLEASE POST

June 8, 2018

JOB TITLE: **School Secretary - Lead – Prescott Elementary**
Prescott Elementary School
1.0 FTE
BILINGUAL-SPANISH PREFERRED

Job Purpose Statement/s: The job of “School Lead Secretary” is done for the purpose/s of providing clerical support to school site administrative functions, conveying information regarding school and/or District functions and procedures; ensuring compliance with financial, legal, and administrative requirements of assigned functions.

Essential Job Functions:

- **Maintains** student and staff database in Student Information System. This includes emergency contacts, grades, attendance, immunization records, reports cards etc. This includes filing all materials.
- **Responsible** for all employee (including substitutes), monthly payroll sheets being accurately completed, signed and turned in district payroll office.
- **Arranges** substitutes for educational assistants and checks in and updates information in SubFinder system on teacher substitutes.
- **Ability** to communicate effectively orally and in writing, and work easily with others such as colleagues, the public or students when under stress of multiple tasks or frequent interruptions.
- **Responsible** for greeting visitors, answering office phones, using emergency notification system, checking in and overseeing volunteers, producing newsletters, opening and distributing US mail and district mail, sending staff e-mail, sending student notices, scheduling health screenings, picture days and reader board.
- **Plans** Kindergarten Welcome Program, Back-to-School Night and other evening activities with principal. Also works with SUN schools as an informal liaison and assists in their programs.
- **Tracks** all Safe School trainings on staff members. Schedules once a year first aid and CPR class for interested staff.
- **Coordinates** with the Transportation Department regarding bus operations, procedures and schedules field trips.
- **Administers minor** first aid and issues daily medication to students for the purpose of meeting their immediate health care needs. This position is a first responder in emergencies and is responsible for phoning 911 under guidance of principal.
- **Evaluates** situations (i.e., involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution. Files appropriate reports with District such as workman compensation injuries, student or staff incidents, accident reports, harassment reports, etc.
- **Creates** purchase orders under the direction of the principal for ordering supplies, books, etc.
- **Handles** funds from SUN school program, social committee and student body accounts. Also manages petty cash.
- **Reconciles** cash accounts as assigned for the purpose of maintaining accurate balances and complying with accounting practices and yearly audit.

- **Respect** and maintain confidentiality of staff and students.
- **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** principal and/or other school administrative personnel for the purposes of providing assistance with their administrative functions.

Other Job Functions

- **Attends** meetings as assigned by the principal and lead secretary meetings.
- **Assists** other personnel as may be required for the purpose of supporting them in the completing of their work activities.
- **Supervises** students sent to office.

Job Experience Requirements - Qualifications

- Prior job related experience with increasing levels of responsibility.
- Four years of progressively responsible full-time, paid experience in office administration (preferable in a school district).
- Light bookkeeping experience preferred

Education Required:

- High School diploma or GED

Skills, Knowledge and/or Mental Requirements:

- Ability to work independently and follow through on all tasks while prioritizing work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign and maintain school records in an accurate and orderly manner.
- Mental alertness is necessary to pay attention to detail and accuracy.
- Ability to skillfully use MS Office Word, Excel, PowerPoint, Publisher software applications and general office equipment.
- Preferred experience in "Synergy" Student Information System.
- Proper use of English in both written and verbal form using correct spelling, grammar and punctuation.
- Knowledge of rules and regulations related to assigned school, basic budgeting financial and statistical record keeping, and standard office equipment.
- Abilities to work under frequent interruptions, work independently within established guidelines, understand and carry out oral and written instructions and interact with persons of different age groups and cultural backgrounds.
- **Regular attendance must be maintained**

Physical Requirements:

- Sit for prolonged periods
- Lift/carry 1-5 pounds – Often carry paperwork, files, supplies, materials
- Push/pull 5-10 pounds – Often opening drawers and doors
- Bending/twisting – Often at waist, knees and neck while moving from seated to standing position
- Kneeling/Crouching – Rarely, while handling materials on lower drawers/shelves.
- Hands/Arms – Constantly; in reaching/handling/fingering, keyboarding while performing administrative tasks throughout the shift.

- Sight – Constantly; in reading, sorting, identifying test materials, etc.; visual requirements include visual acuity in near and mid range vision.
- Speech/Hearing – Constantly; in answering phones, answering inquiries and determining needs of staff, students, parents and public.

License, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance (\$77 cost to the employee and may be a payroll deduction)
- First Aid, CPR and AED Certificates.
- Medication Training offered on the job

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: **Job Classification M – STARTING WAGE \$16.93 - \$18.83**
Salary and fringe benefits as per Agreement between Board of Education and O.S.E.A. (Oregon School Employees Association)

CLOSING DATE: **June 22, 2018 AT 5:00 P.M**

APPLICATION PROCEDURE: *In order for your application file to be complete, you must submit the documents listed below onto TalentEd at the website link below. We do not accept hard copy applications.*

<https://parkrose.cloud.talentedk12.com/hire>

- Cover Letter
- TalentEd Application
- Resume
- Three (3) current letters of recommendation

An equal opportunity employer.

People with culturally diverse backgrounds are strongly encouraged to apply.