

**PARKROSE SCHOOL DISTRICT #3
10636 N.E. PRESCOTT
PORTLAND, OR 97220-2699
(503) 408-2100**

JOB POSTING DTADMINASST

PLEASE POST

ANNOUNCEMENT OF VACANCY

DATE: **APRIL 18, 2011**

TITLE: **Administrative Assistant to the
Superintendent and Secretary to the Board of Education**

TYPE: Confidential – Full-time – 240 Day Calendar

REPORTS TO: Superintendent

POSITION SUMMARY: The job “Administrative Assistant” is done for the purpose of providing executive clerical support for the Superintendent of Schools and the Board of Education; to maintain a flow of necessary information within the district; and, to serve as a confidential employee as needed.

ESSENTIAL DUTIES:

1. Serves as assistant to the Superintendent for the purpose of providing all needed secretarial/clerical support for the smooth operation of the district.
2. Serves as assistant to the Board of Education for the purpose of providing all needed support for the smooth operation of the district.
3. Attends all meetings of the Board of Education.
4. Prepares at the direction of the Superintendent and the Board Chair the agenda for the Board meetings and makes the materials available to the members of the Board in advance of the meeting.
5. Records and transcribes meeting minutes of the Board of Education.
6. Transcribe notes accurately and in a timely manner.
7. Create graphs
8. Maintains official policy handbooks and administrative regulations in hard copy, website and Eduportal site.
9. Publishes District Newsletter
10. Drafts correspondence, creates excel spreadsheets, maintains files, schedules appointments, answers telephone inquires for Superintendent and Board of Education.
11. Communicates with the public, staff and other districts for the purpose of ensuring that district needs are met, policies and procedures followed and the Superintendent’s wishes carried out.
12. Maintains the calendar and schedule of the Superintendent to ensure priority of tasks, conferences, meetings and that external coordination and communication needs are met.
13. Maintains confidentiality.
14. Performs other duties and assumes other responsibilities as assigned.

OTHER DUTIES:

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

QUALIFICATIONS:

1. Associates Degree or equivalent continuing education
2. Five (5) years secretarial experience at executive level.
3. Criminal history clearance.
4. Prior Experience using Board Book preferred.
5. Ability to maintain the confidentiality of sensitive and confidential information.

6. Ability to work harmoniously with others and to communicate effectively both orally and in writing) with community, parents and staff.
7. Ability to work independently prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
8. Ability to prepare a variety of reports as requested in Excel, Power-point, Word and Publisher.
9. Knowledge of Public records and meeting laws.
10. Skills to operate standard office equipment to include the use of reasonably sophisticated computer applications, use English in both written and standard verbal form, and use correct spelling, grammar and punctuation.
11. Skill to proofread.
12. Ability to understand and execute oral and written instructions with a high degree of accuracy.
13. Ability to learn, interpret and apply policies, procedures and regulations.
14. Ability to compose correspondence on own initiative.
15. Ability to work independently and make sound judgments.
16. Ability to show good judgment in identifying, handling and protecting confidential information.
17. Ability to prioritize.
18. Ability to work cooperatively with a wide variety of people contacted in the course of work; meet the public tactfully and courteously.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Ability to operate a computer and view a computer screen for prolonged periods of time.
2. Ability to read small numbers/print on paper and on the computer screen.
3. Ability to hear telephone ring and to hear and respond to inquiries from visitors and callers.
4. Ability to function where there is pressure, frequent interruptions, and in an atmosphere, which may be stressful.
5. Ability to stand, walk and bend frequently.
6. Ability to work evenings a minimum of two times a month.
7. Regular Attendance **MUST** be maintained

EVALUATION:

Performance of this job will be evaluated annually by the Superintendent.

SUPERVISES:

Not Applicable

SALARY:

\$48,699 - \$51,808

APPLICATION DEADLINE:

April 29, 2011

All materials must be submitted electronically

ATTACHMENTS:

Resume

Letter of Interest

Three letters of Reference

ADDRESS CORRESPONDENCE TO:

HUMAN RESOURCES

Attn: Mary King

Mary_king@parkrose.k12.or.us

**An Equal Opportunity Employer encouraged to apply.*

Applicants with culturally diverse backgrounds are strongly