

**PURPOSE:**

- To serve as confidential secretary to the School Improvement Director to provide administrative support, secretarial, clerical, recording keeping and organizational support to assure efficient office operations.

REPORTS TO:

- Director of School Improvement

QUALIFICATIONS:

- High school diploma or equivalent
- Two years of vocational training or college preferred and three years of progressively responsible secretarial experience preferably in a school setting.
- Passed required criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serve as the primary contact person and liaison between the School Improvement Director and district/building personnel, parents, students and the general public.
- Serve as secretary to the School Improvement Director, screen incoming calls, mail, and visitors, and provide information regarding department policies/procedures.
- Make arrangements for and handle the scheduling of meetings involving the School Improvement Director and keep their calendar.
- Compose correspondence, memos, documents, reports, agendas, and minutes not requiring personal responses by the School Improvement Director.
- Coordinate and make appropriate arrangements for meetings related to School Improvement Department. Prepare necessary materials and take minutes for such meetings as requested.
- Compile statistical data and prepare reports regarding assessment and student progress. Keep the School Improvement Director aware and informed on status and legal requirements.
- Coordinate and arrange logistical aspects of staff development for the district including maintaining a specific calendar and budget for such activities, arranging on-site training, making all arrangements for registration and travel for off-site training and workshops.
- Process requisitions and purchase orders assuring proper approvals, coding requirements and records of the purchases as required.
- Coordinate and purchase instructional materials and instructional technology for the district.
- Deliver materials, packages and supplies as required.
- Assist in budget preparations, monitor departmental and federal Title grant budgets, prepare statistical reports and schedules, coordinate state monitoring requirements and documentation and notify appropriate personnel of any budget-related problems.
- Maintain current knowledge and brief School Improvement Director of legislation, policies, Oregon Revised Statutes, Oregon Administrative Rules, State and Federal Title rules and requirements as required.
- Maintain information from various organizations, (i.e., the State Department of Education, US Department of Education, SOESD,) and data on district operations.
- Coordinate with the School Improvement Director as the supervisor over elementary education to assist elementary principals and their secretaries with operations, budgeting and personnel issues.
- Manage and coordinate the elementary principal supervision and evaluation schedule with the School Improvement Director.
- Update and maintain School Improvement department portion of district website.
- Perform such other tasks as may deem to be appropriate.



- Supports the philosophy and mission of School District 9.
- Ability to maintain the confidentiality of sensitive and confidential information related to personnel issues, grievances and arbitrations, collective bargaining and legal matters affecting the district.
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with a diversity of public and district personnel using tact, courtesy, and good judgment.
- Ability to work independently, make independent decisions, prioritize tasks to meet deadlines while maintaining accuracy and attention to detail.
- Ability to learn, apply, and explain in detail the district policies and procedures in performing duties.
- Ability to establish and maintain filing and record keeping systems.
- Ability to understand and follow oral and written instructions with speed and accuracy.
- Ability to research information and compose memos, letters, and other correspondence for a supervisor/administrator's signature.
- Ability to compile information, maintains extensive reports, and prepares reports.
- Interpret and explain program or department policies, rules, and regulations in response to inquiries.
- Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.
- Possess a working knowledge of bookkeeping practices and procedures.
- Skilled in computer operation and use of computer programs involving word processing, spreadsheets, data base programs; i-devices, use of telephone, calculator, copier and other office equipment.
- Ability to accurately and rapidly, draft correspondence.
- Possess language skills including composition, punctuation, spelling and correct usage.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Models personal behaviors of honesty, fairness, courtesy, consideration, good citizenship and a strong work ethic.

PHYSICAL REQUIREMENTS:

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to sit for prolonged periods of time.
- Ability to stand, walk and bend on a frequent basis.
- Ability to use computer, telephone, and other office equipment for extended periods of time

Rate of Pay:

According to Confidential Salary Schedule