

Vacancy Notice - Jewell School District Office Secretary - 8 hours

Application Period open until Filled

Function: Perform a variety of office duty tasks such as answering the phone, receiving and directing visitors, scheduling appointments, photocopying, faxing, filing and other duties necessary to ensure the smooth operation of the school.

Essential Duties and Responsibilities:

1. School Receptionist
2. Maintain and submit yearly school set up in the Synergy system.
3. Responsible for student attendance, new student registrations, records requests, some state reporting, and assistance with student record maintenance of current and past students.
4. Primary support for incoming calls, relaying messages, health room, assigning lockers, honor roll and GPA records, parent notification calls, buses, student conferences etc.
5. Primary support for report card reconciliation and distribution.
6. Principal Secretary as well as support for counselor, school nurse, business manager, athletic director, dean and faculty as needed.
7. Establish and maintain a positive and effective working relationship with all the school staff, students, families and the public.
8. Make decisions independently in accordance with established school and board policy
9. Maintain federal student privacy laws and confidentiality.

Skills Desired:

1. Synergy Experience
2. Knowledge of Microsoft and Google Suites
3. Word Processing Skills
4. Ability to assist parents and students during the school day
5. Excellent phone skills and public relations ability
6. Able to conduct work (and thrive?) in sometimes hectic and busy office environment

Base Pay: Per OSEA Chapter 145 and Jewell School District Agreement (2022 - 2023) \$20.50 - \$24.15 DOE

Benefits: Medical, Dental, Vision, HRA, Education Incentive

Work Day: 8 hours

Start Date: Immediately

Contract Length: 10-12 months

For Application: Available on Jewell webpage - www.jewell.k12.or.us/employment. Please include the following:

1. Completed Jewell Job Application
2. Letter of Application
3. Current Resume
4. Two Current Reference Letters

Questions? Contact Allyce Chronister at 503-755-2451 ext. 2493 or via email at:

allycec@jewellk12.org