

# GRESHAM-BARLOW SD 10J

## Attendance Secretary/Health Assistant, GRMS (1141)

### JOB POSTING

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#### Job Details

*Title*

**Attendance Secretary/Health Assistant, GRMS**

*Posting ID*

**1141**

*Description*

**Posting Date:** July 25, 2017

**Application Deadline:** In-District Bargaining Unit Members August 2, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.

**Projected Start Date:** Approximately August 21, 2017. Exact date to be determined by the district.

#### **Gordon Russell Middle School**

#### **One Position**

#### **Secretary 3 - Attendance**

**6.5 hours/day, 199 days/year**

**Salary Range \$15.56 to \$22.14/hour**

#### **Health Assistant**

**1.0 hours/day, 185 days/year**

**Salary Range \$14.48 to \$20.62/hour**

#### **Job Summary:**

The job of "**School Attendance Secretary-MiddleSchool**" 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:**

- Compiles and distributes a daily list of absentees and tardy students
- Checks in students returning after absence and issues admittance slips
- Follows up on unexcused absences with telephone calls or letters
- Composes documents (i.e. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Evaluates situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing personnel for resolution
- Monitors assigned activities and/or program components (i.e. attendance program budget, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements
- Processes documents and materials (i.e. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Responds to inquiries of staff, the public, the parents and/or students for the purpose of providing information and/or direction as may be required
- Assists parents in the registration and entry of new students to the school
- Supervises students for the purpose of monitoring students referred for disciplinary actions
- Supports principal and/or other school administrative personnel for the purpose of providing assistance with their administrative functions
- Maintains students' permanent records for students enrolled and will request or transmit student records according to administrative procedures
- Prompt and regular attendance

#### **Other Job Functions:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Prepares written materials (i.e. brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and procedures

- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students

Essential Job Requirements – Qualifications:

- Experience Required: Prior job related experience with increasing responsibility
- Skills, Knowledge and/or Abilities Required: Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid. Knowledge of rules and regulations related to assigned school, basic budgeting, financial and statistical record keeping, standard office equipment. Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds, maintain confidentiality pertaining to personal information about employees, student and parents. Significant physical abilities include reading/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation.
- Education Required: High School Diploma or equivalent
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, Cardiopulmonary Resuscitation and First Aid Certificates.

**Job Summary:**

The job of "**School Health Assistant**" is done for the purpose of assisting school personnel with specific student health issues.

Essential Job Functions:

- Collects and maintains data and records on student health issues as required by the district, state, and federal regulations
- Assists other school personnel with health screenings
- Maintains and updates student health records
- Where appropriate, administers medication to students
- Provides delegated health care tasks for students with chronic health problems
- Provides authorized first aid to students
- Collects immunization and tuberculosis data
- Contributes to a positive and productive work environment
- Composes reports and documents for administrators and other school staff regarding student health issues
- Manages referrals from other school staff members
- Processes documents and materials for the purpose of disseminating information to appropriate parties
- Orders necessary supplies and other materials as requested
- Maintains appropriate student records for student health histories
- Communicate effectively with parents related to student health issues
- Prompt and regular attendance

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them
- Performs selected tasks from School Health Management Plan as delegated and supervised by the Registered Nurse
- Other duties as assigned

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience in special services with increasing responsibility
- Skills, Knowledge and/or Abilities Required: Skills to operate standard office equipment including use of specific computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid. Knowledge of rules and regulations related to assigned school (and special education processes and procedures). Ability to exercise good judgment and in identifying, handling and protecting confidential information. Ability to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- Education: High school diploma or equivalent
- Licenses: Criminal Justice Fingerprint Clearance and first aid certificate

**Applicants with culturally diverse backgrounds are strongly encouraged to apply.**

\*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$74.00 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

**Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.**

**EQUAL OPPORTUNITY EMPLOYER**

<i>Shift Type</i>	<b>Full-Time</b>
<i>Salary Range</i>	<b>\$14.48 - \$22.14 / Per Hour</b>
<i>Location</i>	<b>Gordon Russell Middle School</b>

**Applications Accepted**

<i>Start Date</i>	<b>07/25/2017</b>
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