

GRESHAM-BARLOW SD 10J

Secretary - Production Room, BHS (1074)

JOB POSTING

Job Details

Title **Secretary - Production Room, BHS**
Posting ID **1074**
Description **Posting Date:** May 17, 2017
Application Deadline: In-District Bargaining Unit Members May 23, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.
Projected Start Date: August 2017. Exact date to be determined by the district.

**Secretary 3 - Production
Barlow High School
7 hours/day, 191 days/year
2016 -2017 Salary Range \$15.25 to \$21.71/hour**

JOB TITLE: School Secretary

Job Summary: The job of "School 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:

- Administers first aid and medication to students for the purpose of meeting their immediate health care needs
- 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 to appropriate personnel for resolution
- Monitors assigned activities and/or program components (i.e. attendance program budget, timesheets, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements
- Prepares written materials (i.e. brochures, newsletters, etc.) for the purpose of conveying information regarding school and/or district activities and procedures
- Processes documents and materials (i.e. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Reconciles cash accounts as assigned for the purpose of maintaining accurate balances and complying with accounting practices
- Responds to inquiries of staff, the public, 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
- Handles funds
- Supervises student workers for the purpose of ensuring appropriate class credit and/or learning experience

- 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, students and parents. Significant physical abilities include reaching/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.

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 education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	\$15.25 - \$21.71 / Per Hour
<i>Location</i>	Sam Barlow High School

Applications Accepted

<i>Start Date</i>	05/17/2017
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