



## JOB DESCRIPTION

### **JOB TITLE: Head Secretary – Elementary**

**JOB SUMMARY:** The job of "Head Elementary 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 QUALIFICATIONS:**

- Experience Required: Prior job related experience with increasing responsibility
- Education Required: High School Diploma or equivalent
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprinting Clearance, Cardiopulmonary Resuscitation and First Aid Certificates.

### **ESSENTIAL JOB FUNCTIONS:**

- Provides oversight, coordination and direction to classified office staff for the purpose of meeting daily operational needs
- Manages crisis situations in the office in the absence of administrators and/or makes referrals to appropriate persons or agencies
- Supports principal and/or other school administrative personnel for the purpose of providing assistance with their administrative functions
- 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
- Administers first aid and medication to students for the purpose of meeting their immediate health care needs
- Supervises students for the purpose of monitoring students referred for disciplinary actions
- Prompt and regular attendance

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*cb: 10/8/2003 clm: 6/16/2016*

**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
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation.

**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

**\*Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the 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 education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.*

*I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

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