

TO APPLY FOR THIS POSITION, PLEASE EMAIL THE FOLLOWING ITEMS TO [jeff.clark@amity.k12.or.us](mailto:jeff.clark@amity.k12.or.us)

- ✓ **Classified Application**
- ✓ **Secretary Addendum**
- ✓ **Equal Opportunity Employer Form**
- ✓ **Cover letter**
- ✓ **Letters of Reference**

**AMITY SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Secretary II  
**Reports To:** Administrator  
**Evaluated By:** Administrator

**JOB GOAL:** Under the supervision of the administrator, works collaboratively with the head secretary to answer phones; greets staff, students, parents, and other visitors to the office; maintain and monitor school attendance records; maintain and monitor student free and reduced meal records, and Bridge program records; and performs various other office duties necessary to maintain efficiency, and meet the needs of the school and community.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

1. An Associates Degree or higher is desired;
2. Data entry skills for attendance, enrollment, and student records;
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, staff, and the general public;
4. Ability to understand and follow oral and written instructions with speed and accuracy;
5. Knowledge of business English, spelling and punctuation and the ability to draft routine correspondence directed by principal;
6. Ability to make mathematical computations and tabulations with speed and accuracy;
7. Ability to maintain confidentiality;
8. Ability to handle sensitive situations on the telephone and in the office regarding staff and student information;
9. Ability to prepare and maintain accurate and complete records and reports;
10. Ability to type with accuracy and operate standard office equipment such as computer, copier, intercom, multi-phone lines, etc.;
11. Strong and versatile technology skills;
12. Develop knowledge of building procedures and policies, and possess ability to interpret those procedures and policies to students, parents and staff;
13. Ability to make minor decisions in accordance with established regulations and policies
14. Perform physical requirements, which may include:
  - A. Moderate degree of physical stamina
  - B. Frequent standing, walking, bending and occasional lifting up to 50 lb.
  - C. Ability to use a telephone, computer and other office equipment for extended periods of time
  - D. Ability to make frequent trips from the desk to the counter, files and other locations within the school;
15. Fluency in Spanish is desirable;
16. Good with kids;
17. Must be able to work with frequent interruptions; and
18. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following:**

1. Provide general office assistance, answer telephone calls, responds to inquiries from teachers, students, parents, visitors, etc.;
2. Strong and Versatile Technology Skills
  - A. Ability to adapt to changing technology
    - Current programs in use at Amity School District:  
Microsoft Office Programs  
Google Docs/Calendars/Email  
Mealtime  
Synergy  
Frontline Absence Management
3. Maintain and Monitor Student Attendance Records
  - A. Enter pre-arranged and excused/tardy information into the attendance program;
  - B. Prepare State required attendance reports;
  - C. Make and receive calls to/from parents regarding student attendance/absences;
  - D. Responsible for compiling attendance data from student software program;
  - E. Contact administrators, and parents on attendance problems;
  - F. Assist and train staff in the use of attendance software program;
  - G. Assist in troubleshooting areas of attendance software program; and
  - H. Prepare and generate correspondence on attendance matters and respond to questions on attendance regulations;
4. Bookkeeping & Processing:
  - A. Meal Program
    - Maintain Free & Reduced program for all three schools
    - Maintain letters and reports
    - Balance program records daily for all three schools
    - Process monthly state reports
    - Process students through meal lines when needed
    - Process bank deposits
  - B. Bridge Program
    - Register, record, and flag students attending Bridge
    - Maintain accounts receivable Bridge records
    - Send out Bridge billing monthly
    - Process bank deposits
5. Establish and maintain good working relationships; and
6. Perform such other tasks/duties that may also be assigned (which may require knowledge of other job descriptions).

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Must possess a valid First Aid card or ability to attain one within 90 days of employment (ORS 342.169)
2. Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR)
3. Pre-employment physical may be required
4. High School Diploma required

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans With Disabilities Act of 1990. Persons with disabilities may contact Jeff Clark at (503) 835-2171 for additional information or assistance. Speech/Hearing impaired persons may contact the district assistance through Oregon Relay at 1-800-735-2900.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

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

\_\_\_\_\_  
*date*

## AMITY SCHOOL DISTRICT

### DESCRIPTION FOR PHYSICAL DEMANDS AND WORK REQUIREMENTS

JOB TITLE: SECRETARY I, II, & III

LOCATION: ELEMENTARY, MIDDLE, HIGH SCHOOLS

**SPECIAL HAZARDS / NOTES:** (REQUIREMENTS OF VISION, HEARING, EXPOSURE TO HAZARDOUS CHEMICALS OR FUMES, ETC.)

**TOOLS / EQUIPMENT / VEHICLES:** (THIS JOB REQUIRES SKILLS USING THE FOLLOWING BUT ARE NOT LIMITED TO THOSE LISTED)

#### ENDURANCE

##### HOURS AT ONE TIME

	Never 0%	Occasional 1-33%	Frequently 34-66%	Continuously 67-100%
Sitting				X
Standing				X
Walking			X	
Driving		X		

#### PHYSICAL

<b>Lift &amp; Carry</b>	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.			X	
11-20 lbs.			X	
21-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs		X		

#### Pushing

1-10 lbs.			X	
11-20 lbs.			X	
21-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs		X		

#### Pulling

1-10 lbs.			X	
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs		X		

**PHYSICAL DEMANDS AND WORK REQUIREMENTS  
(CONT.)**

**Environmental**

	Never 0%	Occasional 1-33%	Frequently 34-66%	Continuously 67-100%
Indoors				X
Outdoors			X	
Heat			X	
Cold			X	
Dusty		X		
Noisy				X

**Motions**

	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Bending				X
Twisting			X	
Crouching			X	
Kneeling			X	
Crawling		X		
Walk-level surface			X	
Walk-uneven surface		X		
Climb stairs		X		
Climb ladder		X		
Reach – above shoulder			X	
Repetitive -use of arms			X	
Repetitive-use of wrists				X
Repetitive-use of hands (A) Grasping (B) Squeezing				X
Using foot control			X	

**TOOLS & EQUIPMENT**

	Occasional Use	Frequently Used	Continuously Used
Computer			X
Typewriter	X		
Laminator	X		
Calculator/Ten Key		X	
Paper Cutter	X		
Fax Machine		X	
Telephone			X
WasherDryer	X		
Intercom		X	
Copy Machine		X	