



FERN RIDGE SCHOOL DISTRICT 28J

Job Vacancy Announcement

Secretary II

Fern Ridge Middle School

November 21, 2017

Fern Ridge School District is currently accepting applications for a 1.0 FTE Secretary II at Fern Ridge Middle School.

JOB SUMMARY

The Secretary II performs advanced general office/clerical work. Some non-routine phases of work are referred to the immediate supervisor for advice. Decisions and determinations are based on procedures which may not be clearly defined and work may be performed from limited instructions. Performs more complex and varied office assignments than are generally expected from a Secretary I. The use of independent judgement is required on routine assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Demonstrate regular and acceptable attendance and punctuality.
2. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Work independently and cooperatively in teams with other staff members and students.
5. Attend staff meetings.
6. Attends in-service and workshop trainings.
7. Maintains appropriate certifications and training hours, as required.
8. Completes appropriate logs, forms and paperwork, as required.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Performs a variety of administrative tasks, including answering telephones, routing telephone calls or messages to appropriate staff, operating general office machinery, typing, proofreading, filing and handling incoming and outgoing mail.
11. Greets parents, patrons and staff in main office and directs as appropriate providing guest badges, bus passes, etc. and ensures that all visitors are signed in and wearing a visitor badge.
12. Appropriately maintains and secures confidential records and inquiries.
13. Establishing and maintaining files – student CUM files, health records, attendance, confidential files, etc.
14. Compiling information for various school groups and/or departments and preparing reports.
15. Composing correspondence independently on routine manners.
16. Produce reports for various school groups and/or departments.
17. Respond to inquiries from district staff, students, and parents.
18. Orders, receives, distributes and inventories school supplies.
19. Serves as information liaison between the supervisor, administrators, teachers, district office personnel and the general public.
20. Assists in coordinating school field trips (scheduling, payment, communication, etc.)
21. Maintains building calendars coordinating and scheduling as appropriate.
22. Troubleshoots office machinery (copy, fax, etc.), coordinates maintenance and supply inventory.
23. Ensures that substitute teacher requests are made and completes required paperwork when current teachers are absent.
24. Completes a high volume of computer work, using District computer programs, to input high volumes of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
25. Facilitates Health Room.
26. Maintain and reconcile petty cash for school.
27. Perform other duties as assigned by the Building Administrator.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of E-school.
2. Ability to execute procedures in accordance with established District guidelines and procedures.
3. Knowledge of modern office methods/machines, practices and procedures, computer entry, word processing, spreadsheets, and databases.
4. Knowledge of Business English, spelling, and arithmetic.
5. Thorough knowledge of Oregon Revised Statutes and Oregon Administrative Rules
6. Thorough knowledge of Oregon Student Accounting Manual.
7. Ability to operate standard office machines, computers and calculators.
8. Ability to organize work and establish priorities in workload in order to meet deadlines.
9. Ability to make involved and varied arithmetic computations rapidly and accurately.
10. Ability to carry out oral and written instructions.
11. Ability to interpret data and compile necessary reports.
12. Ability to work independently.

Education and/or Experience: Associate's degree from an accredited college, a high school diploma or equivalent with a minimum of two (2) years' experience in a K-12 school setting preferred.

Certificates, Licenses, Registrations: Certificates as determined by the District including ability to obtain and maintain a valid First Aid Card and other training as assigned by the District.

The Secretary II is an eleven month classified position. Starting salary range is Step 1 - \$14.75/Hour to Step 3 - \$15.38/Hour.

Successful candidates must supply the following:

- Letter of Application
- Classified Application
- Current Resume
- Three (3) Current Letters of Recommendation

Please contact the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253 Ext. 1203, or e-mail: mcook@fernridge.k12.or.us if you have any questions.

Closing Date: Open Until Filled

Starting Date: December 2017 - Exact Date To Be Determined

Contact Information:

Fern Ridge School District 28J
Human Resources Department
88834 Territorial Road
Elmira, OR 97437

Website: www.fernridge.k12.or.us
Phone: 541-935-2253 Ext. 1203
E-Mail: mcook@fernridge.k12.or.us