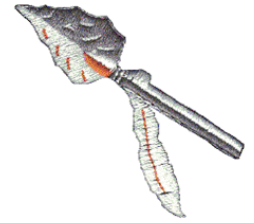


SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### **Program Coordinator - Communications/Administrative Assistant District Office**

Revised Date: March 2019

**Range Assignment: 22**

#### **Qualifications:**

- High school diploma or equivalent
- Accurate typing and computer skills
- Proficiency in Office Suite
- Experience with or ability to quickly acquire skills in web content management, web design and Social Media platforms
- Excellent writing, organizational and project management skills
- Ability to operate variety of office machines
- Independent self-starter

**Reports to:** Superintendent

**Job Goals:** Serves as primary contact for District staff, parents, students, and other districts. Must relate well with the public and co-workers in a warm, courteous and helpful manner; ability to multi-task, demonstrate attention to detail skills; ability to organize and prioritize tasks.

#### **Performance Responsibilities:**

- Ability to maintain a high level of confidentiality
- Perform a wide variety of secretarial and clerical duties for administrative personnel, teachers and support staff
- Serves as liaison to district staff as appropriate
- Publish a quarterly district newsletter
- Updates and maintains District website; respond to and consult with district staff to ascertain project needs and goals and assist in coordinating web projects across district as appropriate
- Implement web updates and enhancements to meet the strategic communications goals of the district
- Processes Blackboard (emergency) communications as directed by Superintendent or designee
- Maintain volunteer and approved driver list

- Maintains student inter-district agreements and maintains transfer database
- Compiles enrollment data for Board of Directors/District Office
- Processes and coordinates District facilities use requests and invoices
- Receipts monies at District level
- Facilities promotion and publicity of District and school events and news
- Must be able to work in a professional environment
- Is punctual and maintains regular attendance
- Performs related duties as assigned

**Physical Requirements:**

In a work day, employee may: sit 3-6 hours; stand/walk 1-4 hours; may use hands for repetitive single grasping and fine manipulation. May need to bend, squat, climb stairs occasionally, and lift up to 25 pounds.

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)      O – Occasionally (.5 – 2.5 hrs per day)  
 F – Frequently (2.5 – 5.5 hrs per day)      C – Continually (5.5 – 8 hrs per day)  
 N/A – Not Applicable

<b>Physical Requirements</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					

** Items typically lifted: paper, book, binder, text books					
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**Terms of Employment:**

Probation period is 120 working days. Salary and work year as agreed upon.  
Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I have read and understand the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations. If I require accommodations in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodations.

**Name** \_\_\_\_\_

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