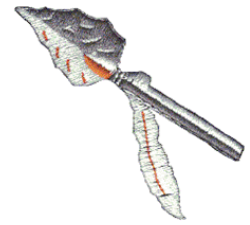


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

LEAD SECRETARY

Range Assignment: 22

Qualifications:

- High school diploma or equivalent
- Accurate typing and computer skills
- Ability to operate variety of office machines

Reports to: Building Administrator

Job Goals: To establish and maintain a well-organized system and procedures designed to give maximum service to the staff, students and public

Performance Responsibilities (essential job functions):

- Performs a wide variety of secretarial and clerical duties for administrative personnel, teachers and support staff assigned to a school
- Screens telephone calls and visitors for principal, making appointments for him/her
- Maintains leave records for all personnel and arranges for substitutes with the District Office
- Independently answers inquiries and supplies information on a wide range of technical and program matters for administrators, teachers, staff and the public
- Composes routine memos and correspondence from brief verbal instructions or notes
- Prepares, distributes, and maintains records of numerous reports, correspondence, memos, minutes, surveys, schedules, special bulletins, newsletters, calendars, referrals and procedures
- Maintains Associated Student Body books
- Prepares requisitions and orders
- Types a variety of reports, records, and other materials, including diploma lists, letters to parents and memos to students
- Operates a variety of office machines and gives assistance to staff members in the use of these machines
- May assign and coordinate the work of student workers and other clerical assistants to insure that records are complete and accurate
- Maintains confidentiality in dealing with student/staff matters
- Responsible for managing main office, including other clerical personnel
- Process required referrals for state discipline report including data entry of major referrals into Student Information System
- Adheres to all district health and safety guidelines, including all precautions of the Bloodborne Pathogens Exposure Control Plan

- Is punctual and maintains regular attendance
- Performs related duties as required

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 35 pounds.

Physical requirements for essential responsibilities:

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

Physical Requirements	N/A	R	O	F	C
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					

Terms of Employment:

Probation period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____