



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



POSITION DESCRIPTION

**Executive Assistant/Board Secretary**

Date: February 2017

**Range Assignment: Confidential**

**Reports to: Superintendent**

**Qualifications:**

- Demonstrated successful secretarial job experience, preferably at an administrative or supervisory level
- The ability to serve as a confidential employee with regard to all matters of the business within the office of the Superintendent and Board of Directors
- Excellent written and oral communication skills
- Excellent computer skills, including word processing and other applications
- Knowledge of efficient office procedures and practices
- Ability to take the initiative, work independently and follow directions
- Maintain integrity of confidential information relating to students, staff or district patrons
- Ability to effectively work and communicate with students, parents and school personnel
- The ability to work harmoniously with others

**General duties:**

The Executive Assistant facilitates administrative detail and provides highly responsible staff and clerical support to the Superintendent and Board of Directors. The position will organize, coordinate and assist with special projects as assigned, assure courteous, prompt service to patrons, staff and students, record, produce, disseminate and archive the official records of all Board of Directors' meetings and to prepare materials and logistics necessary for Board activities. The Executive Assistant will exercise considerable discretion and prudent judgment in protecting or releasing confidential information.

**Essential Functions:**

- Performs duties as Executive Assistant to the Superintendent and Board of Directors
- Keeps informed of pertinent regulations related to public records and open meeting laws
- Coordinates the scheduling of meetings and appointments for the Superintendent
- Ensures timely and accurate correspondence and response to telephone inquiries for the Superintendent

- Maintains organized files for the Superintendent
- Takes minutes at all Board meetings, recording the disposition of all matters on which the Board considered action
- Prepares, checks and distributes minutes in advance for approval at next Board meeting
- Prepares and compiles agenda and all support materials for Board meetings
- Correctly interprets and expresses Board and administrative policy
- Prepares policy revisions for review and follow through up to and including Board adoption
- Respects confidential information and exercises good judgment with courtesy, tact and discretion in public contacts and in the disposition of problems
- Works independently on complex tasks
- Develops and maintains effective working relationships with fellow employees at all levels
- Efficiently manages a large volume of clerical detail with dispatch and accuracy
- Takes accurate detailed minutes of complex meetings and maintains public and confidential Board business
- Cultivates and models a respectful working and learning environment
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**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

| <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<br>Max weight: 40 lbs |            | X        |          |          |          |

|   |  |   |  |  |  |
|---|--|---|--|--|--|
| **Lifting/Carrying<br>Max weight: 40 lb                       |  | X |  |  |  |
|   |  |   |  |  |  |
| *items typically moved: chair, table,<br>box                  |  |   |  |  |  |
| ** Items typically lifted: paper,<br>book, binder, text books |  |   |  |  |  |

**Terms of Employment:**

Salary and benefits per Confidential Compensation Plan.

I have reviewed 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 the 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 accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

\_\_\_\_\_  
Employee name (print)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Employee signature