

## POSITION DESCRIPTION

**Title:** District Secretary

**Type:** Confidential

**Supervisor:** Superintendent

**Position Summary:** The primary responsibility of this position is the day-to-day operations of the districts main office, in terms of interaction with students, staff, parents, visitors and community members. In addition, the employee will serve as assistant to the district administration as well as provide a vital role in the operations concerning state reporting and district communications.

### Essential Functions:

- Initial Communication with students, staff, parents, and visitors within the district.
- Direct oversight of electronic school management program(s) including and not limited to attendance, social media, district website, and parent communications.
- Provide direct assistance to district administration.
- Upkeep of school calendar and calendar of district events.
- Initial count of all cash received through the front desk to provide separation of duties concerning cash reconciliations.
- Complete specified state and local reports and provide oversight to insure timely completion of state reports completed by other office staff.
- Communicate with staff and administration.
- Close out of administrative office at the end of each business day.

### Requirements & Qualifications:

- Ability to understand and follow oral and written instructions with speed and accuracy.
- Ability to work independently prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
- Ability to sit and operate a computer and view a computer screen for prolonged periods of time.
- Ability to work harmoniously with others and to communicate effectively with students, parents, administration, staff and community members.
- Ability to maintain a high degree of confidentiality in performing assigned tasks.
- Ability to understand and interpret instructions.
- Ability to function where there may be pressure, frequent interruptions and in an atmosphere which may be stressful
- Regular attendance at work and work activities is required.
- Positive communication with fellow staff members, ability to problem solve and ability to deal effectively with angry people.
- Ability to attend a variety of training opportunities both in and out of the local area.

### **Specific Reports and Responsibilities:**

- **ODE State Reports:**
  - **Lead:**
    - **Immunization**
    - **Homeless Students**
  - **Assistance:**
    - **Lunch Program**
- **Operation of Front Desk**
- **Dental Program**
- **District Calendar**
- **Use of District Facilities**
- **Student Medical Program**
- **Website & Social Media**