



Glendale School District #77

P.O. Box E, Glendale, OR 97442
541.832.1760

JOB DESCRIPTION

TITLE: Executive Administrative Assistant to the Superintendent

FSLA STATUS: Non-Exempt

REPORTS TO: Superintendent and/or designee

JOB SUMMARY

To serve as a confidential secretary to the superintendent and school board and provide secretarial and administrative support to assure efficient office operations that will ensure effective and timely service to the superintendent, school board of directors and to the district. In addition, perform accounts payable duties for the district to produce accurate and timely processing of purchasing activity and responsible for the Food Services Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains a circulation system for checking materials in and out, monitoring overdue materials and keeping circulation records.
- Serve as the primary contact person and liaison between the superintendent and district/building personnel, parents, students, and the general public.
- Serve as secretary to superintendent, screen incoming calls, mail, and visitors, received by the superintendent and provide information regarding district policies/procedures or refer to appropriate staff member.
- Make arrangements for and handle the scheduling of meetings involving the superintendent, keep the superintendent's calendar and the school board's calendar.
- Compose correspondence, memos, documents, reports, agendas, and minutes not requiring personal responses by the superintendent.
- Provides updated information to superintendent on school board policy revisions. Prepares policies for school board review and adoption and maintains current adopted policies and administrative regulations on the district website.
- Process and maintain applications for non-resident students and out of attendance area requests.
- Serve as secretary to school board, committees and councils as assigned; prepare agendas and supporting materials, advise news media, prepare minutes and exhibits for district archives, prepare and distribute final minutes and reports and conduct follow-up assignments as necessary.
- Provide the school board and superintendent with reports, documents, summaries and recommendations upon request.
- Acts as liaison between school board members/news media and district office personnel.
- Ensure by reporting documentation that the Food Service Department complies with all USDA, state and local regulations and laws.
- Process purchase orders and requisitions assuring proper approvals, code and record the purchase of supplies as required.
- Process receipts timely and maintain an organized system to ensure accuracy and promptness.
- Demonstrate proficiency with computerized accounting programs, word processing, spreadsheets and database applications.
- Works closely with other staff to conduct detailed analyses of expenditure.

- Credit card management and processing for all departments.
- Assist in budget preparations, monitor departmental budget, prepare statistical reports and schedules, and notify appropriate personnel of any budget-related problems.
- Coordinate special projects as directed. (i.e., Annual Awards Banquet, August Inservice, Community Forum)
- Maintain information from various organizations, (i.e., the State Department of Education, Oregon School Board Association, Confederation of School Administrators, the legislature,) and data on district operations.
- Maintain current knowledge and brief superintendent of legislation, policies, Oregon Revised Statutes and Oregon Administrative Rules as required.
- Independently perform the duties and responsibilities of the position.
- Update and maintain district, superintendent and school board portions of district website.
- Perform such other tasks as may deem to be appropriate to the board or administration.
- Supports the philosophy and mission of Glendale School District.
- Ability to maintain the confidentiality of sensitive and confidential information related to personnel issues, grievances and arbitrations, collective bargaining and legal matters affecting the district.
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with a diversity of public and district personnel using tact, courtesy, and good judgment.
- Ability to work independently, make independent decisions, prioritize tasks to meet deadlines while maintaining accuracy and attention to detail.
- Ability to learn, apply, and explain in detail the district policies and procedures in performing duties.
- Ability to establish and maintain filing and record keeping systems.
- Ability to understand and follow oral and written instructions with speed and accuracy.
- Ability to research information and compose memos, letters, and other correspondence for a supervisor/administrator's signature.
- Ability to compile information, maintain extensive reports, and prepare reports.
- Interpret and explain program or department policies, rules, and regulations in response to inquiries.
- Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.
- Possess a working knowledge of bookkeeping practices and procedures.
- Skilled in computer operation and use of computer programs involving word processing, spreadsheets, database programs; use of telephone, copier and other office equipment.
- Ability to accurately and rapidly draft correspondence.
- Possess language skills including composition, punctuation, spelling and correct usage.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Models personal behaviors of honesty, fairness, courtesy, consideration, good citizenship and a strong work ethic.
- Achieves and maintains satisfactory levels of performance, as described in the district and school.
- evaluation policies and procedures and as communicated by the administration.
- Maintains satisfactory attendance.
- Performs job related tasks as designated by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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 functions.

- **Education and/or Experience:** High school diploma or equivalent. Completed at least Two years of vocational training or college preferred and three years of progressively responsible secretarial experience preferably in a school setting.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately. Creates a warm and welcoming atmosphere for students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Technology Skills:** General knowledge of computer usage and ability to use e-mail, database, spreadsheets and word processing software. Ability to use nutrition services software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community. Has a basic understanding of library classification and cataloging procedures
- **Certificates, Licenses, Registrations:** Certificates as determined by the District and federal guidelines including a valid Oregon Driver's license, a valid Oregon Food Handler card and CPR/First Aid card as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand for prolonged periods of time; walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, and/or crouch.
- Occasionally required to sit, climb, crawl, or balance
- Regularly required to talk, hear, and listen.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon equipment or tools being used. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to the Collective Bargaining Agreement.

I have read and understand this job description.

Signature: _____

Date: _____