

## THE LIGHTHOUSE SCHOOL

<b>Position:</b>	Administrative Secretary
<b>Supervised by:</b>	Business Manager
<b>Reports to:</b>	Administrative Coordinator
<b>Supervises:</b>	Office staff and volunteers
<b>Representation:</b>	None (Non-Union Position)
<b>Position Type:</b>	Confidential

**JOB CHARACTERISTICS:** The Administrative Secretary is a multi-faced position that provides support to Students, Staff and Administration. This position must be able to make independent decisions in the best interest of the school, based on the guidelines and policies set forth by the Board of Directors and Oregon State Statutes.

**ESSENTIAL FUNCTIONS** may include but are not limited to:

**Office Management:** Ability to work cohesively with the Administrative Coordinator to manage the front office of the school, while insuring confidentiality.

1. Acts as liaison between the school site and the general public and is the first contact for students, staff and parents
2. Greets visitors to school, determines nature of business, and directs visitors to destination
3. Assures that the copier room is stocked on a regular basis
4. Coordinate the front office volunteer schedule and front office coverage when absences are scheduled
5. Works closely with Director, and Business Manager on all matters pertaining to the school
6. Generates daily substitute list via Frontline, assists Business Manager & Director in arranging and scheduling substitutes & temporary coverage for the school as needed
7. Compose and develop written material in support of the school, including the school newsletter
8. Maintain health records and medicine administered logs as required by the state
9. Assist with permanent & daily bus changes
10. Update website with information provided by Administration as directed
11. Coordinate tech needs with IT personnel as directed
12. Complete Registration process for new students as directed
13. Maintain required database for student attendance tracking each year
14. Complete student with-drawls in attendance database and file documentation
15. Complete record requests for students transferring schools
16. Assist LPO in the organization of events as needed or directed
17. Coordinate school activities, in-service days, annual registration, celebrations, programs, festivals, and fund raisers as directed
18. Coordinate 8th grade forecasting and graduation planning as directed
19. Plan New Family Orientations and communicate with potential families as directed
20. Coordinate lottery drawing and waitlists per Oregon State Statutes as directed
21. Insures appropriate security and safety methods are deployed within the school
22. Work with photographer to coordinate picture days and yearbook submissions as directed

**General Secretarial Duties:** in support of the on-going operations of the office

1. Receive incoming telephone calls, make appointments as required, forward calls, and take messages as needed
2. Uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information
3. Assists with the creating and maintaining of files, utilizing a variety of hardware and software
4. Ability to transfer data from paper formats into computer files or database systems
5. Composes, or transcribes from rough draft: correspondence, bulletins, memorandums, and other material
6. Ability to operate standard office equipment
7. Communicate with parents in a professional manner using email, phone, and automated calling
8. Ability to edit for spelling, grammatical, and mathematical accuracy
9. Possess knowledge of school office practices, functions and equipment, including rules, regulations, and procedures
10. Ability to respect confidential information regarding students, employees, and families
11. Ability to perform recurring duties without specific direction and complete new tasks with minimal supervision
12. Ability to work independently, using own initiative, and be a self-starter
13. Ability to multi task, as well as organize and prioritize multiple work projects to meet deadlines
14. Ability to type 70 wpm accurately with the ability to proofread ones own work as well as others
15. Have knowledge of computer and/or word-processing equipment
16. Ability to follow oral and written instructions
17. Ability to work harmoniously with other employees and deal tactfully with the public

**Director Support:** To provide secretarial support to the Director

1. Compiles and files student grades and attendance reports and other school records
2. Maintains a comprehensive web-based student database; develops and tracks records & reports related to incidents, accidents, and average daily attendance
3. Coordinates the transfer of information between site/program and outside agencies and districts
4. Schedule appointments for Director as requested
5. Take minutes and prepare correspondence, reports and memoranda of meetings
6. Attend staff meetings on a regular basis
7. In the absence of Director make independent decisions in the best interest of the school

**Dean of Students Support:** To provide secretarial support to the Dean of Students

1. Coordinate Teacher referrals for student behavior support and intervention
2. Schedule appointments as requested
3. Field parent phone calls, take messages and return calls as requested/needed
4. Provide assistance with student behaviors who are sent to the office

**Staff Support:** To provide support to the staff

1. Assists teachers with daily attendance
2. Assists teachers with student grade reporting
3. Provide technical support to staff, with computers, copiers, printers, fax machine and the like

**Student Support:** To provide student support

1. Help assist with the management of student behavior
2. Assist students with basic technology needs
3. Interacts with and assists students daily; including administration of first aid to students that may need it
4. Control access to student medications, as prescribed by a physician or per school policies

**Business Manager Support:** to provide secretarial support to Business Manager/Human Resources

1. Assists with receipt of deposit of funds received for lunches, supplies, and student activity fees
2. Assist with the organization of school field trips
3. Maintain Background check log
4. Assists Business Manager with negotiation preparations and participate in active negotiations
5. Assist in the coordination of student registration each year
6. In the absence of Business Manager/Human Resources make independent decisions in the best interest of the school

**Communication:** Ability to communicate effectively, both orally and in writing, and represent the school in a professional manner.

1. Communicate necessary information regularly to students, colleagues and parents
2. Communicate daily with Administration both verbally and in writing

**Professional Expectations:** Actively engage and participate in professional growth opportunities

1. Accept and incorporate feedback and coaching from administrative staff
2. Maintain a professional attitude and appearance, with one's self as well as work space
3. Perform duties in a manner reasonably expected and generally recognized by the profession
4. Perform other duties as assigned in accordance with the essential functions of this position

#### **MINIMUM REQUIREMENTS:**

- High school diploma or equivalent
- Transferable job skills from an office position or
- Minimum of one years' experience in a secretarial position preferably in a school setting (includes experience as a substitute) or as a Secretary to a Board of Directors

#### **EDUCATION/CERTIFICATION**

- Higher Education will be considered in relevant field of study
- CPR certified (or the willingness and ability to become certified)
- Must be able to pass a FBI criminal background check
- Have the ability to be certified for state registry for Preschool compliance

## **QUALIFICATIONS:**

1. Demonstrated professional communication skills.
2. Demonstrated professional social skills.
3. Demonstrated ability to work with diverse children, including those with special needs.
4. Demonstrated ability to work well with parents.
5. Demonstrated ability to work effectively as a team member.
6. Ability to report to work on a regular and punctual basis, to ensure continuity of services.

## **PROBATIONARY PERIOD:**

There is a 90-day probationary period, based on performance review of Job Characteristics and Essential Functions. Performance review requirements will be used as the basis on which recommendations to continue employment or hiring for the next school year are made. The director/supervisor will evaluate each employee's performance on the performance responsibilities for each evaluation period. The director/supervisor and employee will review and discuss performance reviews at set periods.

## **PHYSICAL DEMANDS/WORKING CONDITIONS:**

This job is rated as a moderate to high stress level position. The job may require working on multiple tasks with simultaneous or conflicting demands, while dealing calmly with interruptions. Prioritizing conflicting demands is an essential aspect of this job. The employee may have to sit, stand, and work at a computer for long periods of time. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step-ladders or chairs. This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, and noise level is moderate to loud. The employee must be able to lift materials, boxes or equipment weighing up to 30 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

### **Right to Revise:**

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by the employee, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

## **TERMS OF EMPLOYMENT:**

**NON UNION POSITION – 220 day contract for 1.0 FTE**

- o One week off for Fall Break (November)
- o Two weeks off for Winter Break (December/January)
- o One week off for Spring Break (March)
- o 6 weeks off for Summer Break (June- August)
- o 11 Paid Holidays

### **\*Work schedule**

- Monday through Friday
- Some evenings and weekends may be required
- Hours will vary between 7 am – 4:30 pm and will be determined by the needs of the day

**\*Salary range: Depending on Experience; \$35,000 – \$50,000**

### **\*Retirement**

- The Lighthouse School is a PERS eligible employer

### **\* Paid Leave:**

- 88 Hours of sick leave (sick leave does transfer from and to other Oregon employers)
- 3 PTO days (non-accumulative)
- 3 Bereavement Days (non-accumulative)

### **\*Insurance**

- Full Family medical, dental and vision coverage paid by the School for 12 months based on contribution amounts. We also offer an opt out stipend for those already covered under a qualifying insurance plan.

### **\*Training**

- On the job training will be provided for the school year