Permanent, Part-time Secretary 2 Position @ Sisters High School

Posting Date: June 7, 2019

Description: Sisters School District is in search of a permanent, Part-time Secretary 2 at Sisters High School. This is a 4 hour per day, 206-day per year position.

Job Summary: Performs duties to assure the smooth and efficient operation of the school office. The position requires use of independent judgment on well-defined rules and regulations. The employee serves as the first point contact in the High School office for staff, students and parents; fielding inquiries and directing patrons appropriately. The position requires use of independent judgment on well-defined rules and regulations. Non-routine phases of work may be referred to an immediate supervisor for advice. The employee handles daily work pressures, requiring constant concentration to a high volume of work which must be completed within a limited period of time. The employee works under the supervision of the administrator.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty while under constant pressure. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Holds a high school diploma or equivalent.
2. Have a record of successful employment.
3. Ability to rapidly and accurately enter and retrieve computerized data.
4. Prior successful experience working in a school setting strongly preferred.
5. Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit.
6. Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquires or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
8. General knowledge of computer usage and ability to use database software, internet software, e-mail, word processing software. Ability to proficiently use the following programs strongly preferred: MS Word and Excel. Ability to type accurately and proficiently.
9. Knowledge of and skills in using standard office equipment such as calculators, typewriters, word processors, computer terminals, copier machines, fax machines, laser printers, and other related equipment.
10. Knowledge of and ability to apply first aid principles and practices with students. Hold a valid first aid card.
11. Knowledge of cash handling procedures
12. Genuine interest in and ability to relate to students.
13. Ability to work under minimal supervision.
14. Abide by confidentiality requirements.
15. Adhere to the federal requirement for a drug-free workplace.
16. Demonstrated ability to work successfully in a team setting with office staff.
17. Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.

**Performance Duties:** Professionally represent the school and the District in interactions with parents, community, staff and students.

1. Greet parents, students, staff and community and direct as appropriate.
2. Performs the usual office routines and practices associated with managing a busy, yet productive and efficient school office and provide excellent customer service for district patrons and students.
3. Initiates and maintains student attendance records.
4. Deals with students, staff, parents and the public in a pleasant and courteous manner.
5. Maintains the same high level of ethical behavior and confidentiality of information about students and district issues as is expected of certificated staff.
6. Assists with ordering, duplicating, and maintaining supplies and forms used in various phases of school operations
7. Collects and records all notes from students for absences.
8. Notifies parents when a student has left school.
9. Performs other duties as directed by the principal.

**Salary:** $12.65 – $19.73 per hour depending on experience

**Position Closes:** Until Filled

**Start Date:** August 15, 2019

**Submission Details:** Submit a Cover Letter, SSD Application, Resume, and two letters of recommendation to:

Sisters School District Attention: Shirleen
525 E. Cascade Ave.
Sisters, OR 97759