



YONCALLA SCHOOL DISTRICT

Current Openings



Yoncalla High School

High School Volleyball Coach
Middle School Volleyball Coach

Yoncalla Elementary School

None at this time

Yoncalla School District

Administrative Assistant to the Superintendent

Classified Substitutes, willing to work as instructional assistants and food service assistants

For more information and to apply, please go to:

<https://yoncalla.tedk12.com/hire>

INTERNAL CANDIDATES:

Please submit a letter of interest prior to the end of the third day from the posting start date on the Talent Ed website, as noted

on the individual job postings. Letters may be emailed to laurie.simlerness@douglasesd.k12.or.us, or hard copies can be delivered directly to the district office.



YONCALLA SCHOOL DISTRICT 32

Job Title: Administrative Assistant to Superintendent
Reports To: Superintendent
Status: Confidential – Exempt

JOB SUMMARY

The Administrative Assistant to the Superintendent works under the general supervision of the Superintendent, providing confidential secretarial support for the Board of Directors, Superintendent, and other District Office administrators. The position performs highly confidential and complex assignments and is responsible for interacting with district personnel, public, and outside governmental agencies where a high level of independent judgment and discretion is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Demonstrate regular and acceptable attendance and punctuality.
2. Adheres to and is familiar with all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Work independently and cooperatively in teams with other staff members and students.
5. Attend staff meetings as required
6. Attends in-service and workshop trainings as required.
7. Completes appropriate logs, forms and paperwork, as required.
8. Preparation of official records, agendas, Board packets, and other correspondence for all scheduled Board meetings.
9. Attendance at all Board meetings in order to take and transcribe minutes.
10. Maintain Board policy manual and process updates from OSBA.
11. Creation, maintenance, and archival of personnel files for all District employees.
12. Maintain job posting and application files.
13. Maintain grievance records.
14. Maintain incident files.

15. Complete and submit PEER forms for teacher and administrator license renewal
16. Create yearly student and staff calendars.
17. Oversee classified substitute procedure and listings.
18. Maintain student expulsion files.
19. Maintain Superintendent's Office, School Board, and Health Services budgets.
20. Process purchase order requests.
21. Routine secretarial duties including calendar management for superintendent and board room, correspondence preparation, photocopying, faxing, mailing, filing, scanning, and phone system.
22. Maintain, schedule, and arrange for meetings, workshops and conference travel.
23. Open and distribute District mail.
24. Maintain and process student open enrollment and transfers/exchanges with other school districts.
25. Diffuse angry parent/constituents phone calls or visits in person.
26. Completes all assigned ODE state reports as assigned.

ADDITIONAL RESPONSIBILITIES

Works with Douglas ESD Business Department to facilitate the following:

- Works cooperatively with the Business Manager, AP and payroll staff
- Provides accurate and timely support for accounts payable department
- Enters requisitions into Visions program for all district payables
- Is knowledgeable about accounting procedures, account codes, and district budget

Works with Douglas ESD Human Resources Department to facilitate the following:

- Licensed and classified staff contracts
- Assist with the maintenance and tracking of teacher licensure/renewal
- Process criminal history checks of new employees and volunteers.
- OFLA and FMLA processes

Works with Douglas ESD Education Services Department to facilitate the following

- Staff Position Reporting
- Staff FTE
- Staff Ethnicity
- CRDC Report

SCHOOL NUTRITION PROGRAM

Serves as the CNP Program Manager for the Oregon Department of Education School Lunch Program. Works with the Nutrition Service Consultant and Food Service Staff to ensure compliance with all state and federal requirements, and process all meal claims on the CNP website.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities 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.

Required Knowledge, Skills and Abilities

1. Knowledge of English, spelling and mathematics.
2. Knowledge of office management principles, practices, and system.
3. Knowledge of advanced computer skills including strong word processing, database, spreadsheet, and publishing software skills and utilization of web based tools and programs.
4. Effective oral and written communication skills.
5. Knowledge of English grammar, spelling and composition. Ability to write, edit and compose routine and complex correspondence.
6. Ability to distinguish sensitive information and handle highly confidential and legal matters in a professional manner.
7. Ability to maintain a positive and friendly at all times, customer-service oriented demeanor, particularly when working through difficult situations.
8. Ability to multi-task and independently prioritize completion of work assignments. Have excellent organizational skills.
9. Ability to complete work assignments accurately in a timely manner.
10. Ability to take accurate and concise minutes and notes in meetings, interviews, and other professional interactions with staff, patrons, and community members.
11. Ability to appropriately assist in delegation of responsibility and assign work for the efficient and smooth operation of the District Office.
12. Demonstrated high level of professionalism, initiative, and flexibility when performing duties.

- **Education and/or Experience:** High school diploma or equivalent, minimum of two years of post-secondary education or five years of successful secretarial and/or office experience of which constitute executive level support is preferred. Experience with the following programs: Visions, Synergy, Talent Ed, Aesop, Mealtime, Excel, Publisher, Office 365

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to successfully and appropriately work with students, staff, parents and community members. Maintain confidentiality.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, analyze, and interpret documents such as safety rules, operating and

maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions in small group or one-on-one situations.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio and percent to practical situations. Ability to create graphs.
- **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 concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community, and vendors. Ability to multi-task, meet timelines and exercise good judgment while working in a dynamic environment and appropriately react to a wide spectrum of behaviors of students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District and other training as assigned by the District.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 40 pounds and perform other physical manipulations. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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 work environment combines a standard office setting including office equipment (fax, copier, phone, computer, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or blood borne pathogens.

OTHER

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 of guarantee of any specific terms of 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.

I have read and understand this job description.

Employee Signature

Date

Name

Print

4.23.2020