



The Lighthouse School  
" Lighting the way to a brighter future."  
62858 Highway 101  
Coos Bay, Oregon 97420  
(541) 751-1649



**JOB TITLE:** Administrative Secretary

**JOB CHARACTERISTICS:**

To perform administrative secretarial and clerical duties in a public charter school

**ESSENTIAL FUNCTIONS:**

1. Acts as liaison between the school site and the general public and is the first contact for students, staff and parents
2. Ability to operate standard office equipment
3. Composes, or transcribes from rough draft: correspondence, bulletins, memorandums, and other material.
4. Take minutes and prepare correspondence, reports and memoranda.
5. Receive incoming telephone calls, make appointments as required, and take messages
6. Greets visitors to school, determines nature of business, and directs visitors to destination.
7. Receive and distribute mail and other materials as needed.
8. Generates daily substitute list and assists in arranging and scheduling substitute and temporary employees for the school
9. Assists teachers with student grade reporting
10. Compiles and files student grades and attendance reports and other school records.
11. Maintains a comprehensive web-based student database; develops and tracks records and reports related to incidents, accidents, average daily attendance, and test scores
12. Uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information
13. Assists with the creating and maintaining of files, utilizing a variety of hardware and software.
14. Coordinates the transfer of information between site/program and outside agencies and districts
15. Ability to transfer data from paper formats into computer files or database systems.
16. Establish and maintain records and files of correspondence, reports, and other materials; i.e., work orders, purchase orders, invoices, and online supply orders
17. Compose and develop written material in support of the school, including the school newsletter
18. Assist staff with developing and providing necessary workshops and or field trips.
19. Insure appropriate security and safety methods are deployed within the office
20. Provide technical support to staff, with copiers, printers, time management software, and the like
21. Assists with ordering and dispensing of school supplies.
22. Assists with deposit of funds for lunches, school supplies, and student activity fees.
23. Assists with attendance tracking
24. Assists in the process of registering new students
25. Attend board meetings as requested
26. The ability to coordinate school activities, in-service days, annual registration, celebrations, programs, festivals, fund raisers, field trips and the like as needed or requested
27. Interacts with and assists students daily
28. Administer first aid to students that may need it
29. Control access to student medications, as prescribed by a physician or per school policies
30. Multi task and prioritize duties to meet deadlines
31. Perform work with a minimum of supervision and complete work within specific timelines.
32. Work harmoniously with other employees and deal tactfully with the public.
33. Respect confidential information.
34. Maintain regular attendance in order to preserve the continuity of service delivery for the program.
35. Meet standards for competent and ethical performance as outlined in OAR 584-020-0035.
36. Perform duties in a manner reasonably expected and generally recognized by the profession.
37. Perform other duties and responsibilities as assigned within the scope of work

## **QUALIFICATIONS:**

1. Ability to edit for spelling, grammatical, and mathematical accuracy.
2. Possess knowledge of current office practices, procedures, and equipment, including rules, regulations, procedures, and functions.
3. Ability to perform recurring duties without specific direction and complete new tasks with minimal supervision.
4. Ability to work independently, using own initiative; be a self-starter.
5. Ability to organize and prioritize multiple work projects.
6. Ability to type 70 wpm accurately with the ability to proofread work. Have knowledge of computer and/or word-processing equipment.
7. Ability to follow oral and written instructions.
8. Ability to work harmoniously with other employees and deal tactfully with the public.
9. Holds a valid Oregon driver's license, automobile insurance and provides own transportation

## **EDUCATION/CERTIFICATION/MINIMUM REQUIREMENTS:**

\*High school diploma or equivalent.

\*Minimum of one year experience in a secretarial position (preferably in a school setting (includes experience as a substitute)

\*CPR certified (or the willingness and ability to become certified)

## **WORKING CONDITIONS:**

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. The employee must be able to lift materials, boxes or equipment weighing up to 30 pounds.

## **TERMS OF EMPLOYMENT:**

CONFIDENTIAL – NON UNION

With a 6 month probationary period

30 to 40 hours per week depending on the needs of the school

Monday through Friday

some evenings and weekends will be required

Hours will vary between 7 am - 3:45 pm and will be determined by the administrator and the needs of the day

Salary range DOE: \$15.50 – \$21.00 per hour

All requirements are subject to possible modification to reasonably accommodate an individual with a disability or disabilities.