
SHERWOOD SCHOOL DISTRICT 88J

JOB DESCRIPTION

TITLE: Administrative Assistant — Administrative Assistant to Director of Department

REPORTS TO: Director of Department

PURPOSE

To perform a variety of advanced administrative support duties of considerable complexity requiring thorough knowledge of the organization, its procedures and operation details; perform clerical and secretarial work involving word processing, filing, data entry, calendar management, and record-keeping for a department or program director; perform a wide variety of assignments related to the administration of budgets, contracts, research projects, and departmental policies and procedures; provide office coordination and support; considerable public contact is involved; employees of this classification are expected to employ skill and judgment in the conduct of these contacts within established policies and procedures.

This is the senior-level class in the Secretary/Administrative Assistant series. Positions at this level are distinguished from other classes in the series by the level of responsibility assumed and the complexity of work assigned. Employees perform the most difficult and responsible types of duties assigned to the classes within the series, including the exercise of considerable independent thinking, judgment, problem-solving, and decision-making in receiving, processing, recording, and distributing information and reports; and compilation of data for inclusion in documents. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from assigned professional or supervisory staff. Supervision is not a responsibility of this class. Administrative Assistant may provide guidance or instruction to secretarial support staff engaged in functional activities. Administrative Assistant may be designated with lead responsibility for other secretarial support staff as assigned.

QUALIFICATIONS

To perform successfully in this position, 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.

- A minimum of a high school diploma or equivalent
- Secretarial experience, including office management, administration and record keeping
- Knowledge of general operation of a school district and the administrative assistant duties
- Ability to interact in a positive and professional manner with students, staff, parents, community members, contractors, consultants and trades people
- Ability to demonstrate positive customer service with all stakeholders
- Advanced knowledge of office procedures, practices, and technology
- Keyboard and word processing skills with speed and accuracy
- Knowledge of bookkeeping practices, including record-keeping for state and federal grants
- Ability to provide positive leadership, training and supervision to other secretarial personnel
- Ability to work collaboratively and efficiently within a team, completing tasks in a timely and thorough manner
- Ability to follow oral and written instructions
- Ability to work under stressful conditions and timelines
- Ability to organize work and prioritize the tasks

ESSENTIAL RESPONSIBILITIES

- Serve as the direct communication link between the department directors, building principals, school staff, District staff, parents, community members, contractors, consultants, and vendors
- Word process letters, reports, forms, handbooks, bulletins, memoranda and meeting minutes, including material of a confidential nature: write letters and memoranda from rough notes or oral instructions; compose correspondence independently on routine matters not involving deviation from established policy
- Coordinate the flow and assignment of clerical and secretarial work within an office

- Take and refer messages for staff; make meeting arrangements, schedule appointments; give information to the public regarding school activities, building use, or established policies and procedures
- Maintain personnel accounting, timesheets, substitutes, etc. for licensed and non-licensed personnel in the building/department
- Operate a variety of technology, but not limited to copiers, calculators, and computers
- Input computer data as applicable to the individual building/department
- Electronically order and receive supplies and equipment for the school/department
- Run monthly budget reports and distribute to staff
- Maintain a petty cash account and track all expenses
- Cultivate and model a respectful working and learning environment
- Provide support as needed for efficient operations of the District Office

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add, or remove duties that reflect the essential functions of the department as necessary.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all District policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon

School Employees Association Chapter #103.

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

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.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb up and down step stool, bend under the desks, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 30 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- This position entails sitting/standing at a computer terminal and workstation 6 - 8 hours a day
- While performing the duties of this job, the employee is occasionally exposed to outside weather

AN EQUAL OPPORTUNITY EMPLOYER

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential

functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

Date

Pay schedule and pay grade will be based on current Oregon School Employee Association Chapter #103 Classified Agreement.

Last Revised: September 2024

**Sherwood School District
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