

PHILOMATH SCHOOL DISTRICT 17J
Philomath, Oregon
May 7, 2019

VACANCY NOTICE

POSITION: EXECUTIVE ASSISTANT – OFFICE OF THE SUPERINTENDENT & SCHOOL BOARD

DESCRIPTION:

This is a confidential position assigned the primary responsibility of providing secretarial services for the Superintendent of Schools and the School Board; coordinates the flow of administrative actions and communications to and from the Superintendent's office; responsible for district state reporting. In addition, the position is responsible for the organization and administration of human resources. This position is under the direct supervision of the Superintendent

GENERAL DUTIES & RESPONSIBILITIES:

COMMUNICATIONS:

- Initiates and answers telephone calls; makes appointments; furnishes desired information to callers and/or directs them to appropriate personnel.
- Corresponds from rough notes or oral instructions.
- Composes correspondence independently on routine matters not involving deviation from established policy.
- Acts as a liaison between the public and the Superintendent.
- Establish and maintain effective working relationship with staff and the general public.

BOARD/SUPERINTENDENT:

- Makes arrangements for meetings and conferences.
- Manages the Superintendent's calendar.
- Responsible for assuring that public meeting laws are met (i.e., publication and posting of meetings).
- Prepares electronic Board packets and distributions.
- Attends monthly evening meetings as required.
- Maintains agendas and prepares minutes of meetings.
- Maintains files, including files of confidential material.
- Checks reports, records, and other data for accuracy, completeness, and compliance to established standards.
- Collects data from office records for use by the Superintendent and Board of Directors.
- Serves as information liaison between Superintendent and administrators, teachers, confidential/supervisory, classified personnel, and the general public.
- Coordinates/oversees reports to the Dept. of Education (fall reporting, attendance, certificated personnel, etc.)
- Verify monthly enrollment for the Kings Valley Charter School. Works closely with KVCS staff and on state reporting requirements.
- Updates and maintains Board Policies and Procedures.
- Maintains database of student Interdistrict Agreements. Works with Administrators and personnel from other districts to assure proper paperwork is completed.
- Schedules discipline hearings, maintains documentation.
- Coordinates collection of data and reports biennially to the Civil Rights Data Collection (CRDC).
- Other duties as assigned.

PERSONNEL:

- Prepares and maintains personnel files including employee contracts and certificates.
- Maintain personnel database.
- Prepares job postings, advertises the positions, compiles applications, may arrange interviews, and sends notifications to candidates.

<continued>

- Issues employment contracts for all employees.
- Responsible for maintaining records on substitute employees, coaches, and volunteers. Compiles reports/listings for schools and ensures that all necessary hiring paperwork is completed (i.e., I-9, background check, fingerprints, etc.).
- Tracks licensed employee teaching certification and renewal dates.
- Communicates with Teacher Standards & Practices Commission (TSPC) as needed.
- Arranges for First Aid/CPR training sessions during the year.
- Tracks employee certifications for CPR, First Aid, and other SafeSchools online trainings.

QUALIFICATIONS:

- Perform a variety of complex office responsibilities in an efficient manner.
- Efficiently operate office equipment including workstations for word processing, spreadsheet, and data base functions. Knowledge and experience with current business software applications.
- Perform responsibly in high-pressure situations and maintains strict confidentiality.
- Meet and deal tactfully with the public, and establish and maintain good working relations with other employees.
- Operates office machines including computer, printer, typewriter, calculator, digital recorder and copy machine.
- Understand and carry out oral and written directions.
- Spell correctly, use correct grammar, and proofread accurately.
- Be well groomed and dress in a manner appropriate for a professional office.
- Demonstrate sound judgment concerning assigned tasks and accept responsibility as required.
- Maintain unquestioned loyalty to the District.
- Score at an acceptable level on an office skills test.
- Must complete a Criminal History Background Check
- Bilingual Spanish a preferred qualification in candidate consideration”

EDUCATION & EXPERIENCE:

- High School graduate. College and/or business school is preferred.
- At least two years of secretarial experience and/or a combination of experience and education.

CONTRACT:

8 hours/day, 12 months/year (in response to approved district calendar). Salary range \$20.89 - \$26.10, plus full benefits per the Confidential/Supervisory/Unrepresented agreement.

APPLICATION: Interested individuals must submit a letter of interest, current resume and district application to:

Philomath School District 17J
 ATTN: Personnel
 1620 Applegate Street
 Philomath OR 97370

Applications will be accepted until May 22, 2019 (or until position is filled)

APPLICATION ACQUISITION: Janet Skaugset, District Office (541-929-3169) or janet.skaugset@philomath.k12.or.us

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without discrimination because of age, sex, marital status, race, color, creed, national origin or the presence of a non-job related handicap. Reasonable accommodations for the application and interview process will be provided upon request and as required by the Americans with Disabilities Act of 1990. Disabled persons may contact the Superintendent at (541) 929-3169 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-735-2900.