



# Job Description

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<b>Job Title:</b>	<b>Secretary II – College &amp; Career Center Secretary</b>	<b>Department:</b>	Education-High School
<b>Schedule:</b>	8 hrs per day, 10 months per year, About 220 days per year	<b>Reports To:</b>	Office Manager
<b>Classification:</b>	Class 12	<b>Prepared By:</b>	HRA/DDSD HR
<b>FLSA Status:</b>	Non-Exempt	<b>Prepared Date:</b>	June 2020
		<b>Approved By:</b>	HR
		<b>Approved Date:</b>	April 29, 2021

## SUMMARY

To assist the School-to-College and Career Coordinator in operating the Career Center and facilitating the School-to-College Career activities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Administrative Duties
    - 1.1. Answer and screen telephone calls, greet walk-in visitors, provide information on general school procedures and policies, and relay messages to appropriate staff members.
    - 1.2. Respond to student inquiries and problems at the counter.
    - 1.3. Attend to students who are ill and provide first aid assistance as needed. Contact parents to advise. Maintain medical alert list. Dispense prescribed medications to students and maintain related records.
    - 1.4. Monitor students sent to the office for behavioral reasons. Maintain custodial parent list, including restraining orders.
    - 1.5. Update, print, and distribute school handbooks, checklists, and other publications for parents, students, and staff members.
    - 1.6. Order and maintain an inventory of building supplies.
    - 1.7. Process a monthly payroll for certified and classified staff.
    - 1.8. Make deposits and maintain necessary records for annual audits.
    - 1.9. Research – opportunities as the student’s request.
    - 1.10. Review student data submitted online
    - 1.11. Assign Teachers, bus numbers and bus stops
    - 1.12. Keep track of enrollment by classroom and grade level.
    - 1.13. Prepare school's data for quarterly attendance report
    - 1.14. Update and Create Career Center Website
  2. College:
    - 2.1. Coordinate college visits with various institutions from all over the country.
    - 2.2. Assist students and families with FAFSA/ORSAA needs.
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- 2.3. Develop and coordinate college workshops, placement testing, individual institution application workshops, financial aid workshops, information nights, etc.
  - 2.4. Develop and Coordinate major college events such as College Application Week, College Signing Week, College Nights, College and Trades Fairs, Oregon Public Universities Visits, etc.
  - 2.5. Assist students and faculty with dual credit opportunities
  - 2.6. Advise students on various college needs
  - 2.7. Proof-read essays for admissions or scholarship needs
  - 2.8. Coordinate and perform practice interviews with students for scholarships or admissions entry
  - 2.9. Attend college workshops to obtain current information and changes for admissions and FAFSA/ORSAA
  - 2.10. Develop relationships with local college admissions representatives
  - 2.11. Maintain data regarding college activities
  - 2.12. Organize college visits to various post-secondary institutions around the state
  - 2.13. Accumulate scholarship lists for students to access
  - 2.14. Coordinate and arrange scholarship meetings for students and city organizations
  - 2.15. Develop relationships and partner programs with local community colleges
  - 2.16. Provide Perkins/Pathways Grant Funding/ Budget Support
3. School-to-Career:
- 3.1. Coordinate student participation, process paperwork and update and maintain database for Work Experience Credit
  - 3.2. Coordinate company visits, mock interviews, and job shadows in support of the school's career exploration program
  - 3.3. Serve as the liaison for CIS (Career Information Systems)
  - 3.4. Develop marketing materials, brochures, presentations, and forms for various programs including business and education partnerships
  - 3.5. Work with students to identify interest and needs
  - 3.6. Identify and recruit various businesses, agencies, and community members to obtain internships and job shadows for students in Career Pathway programs
  - 3.7. Identify and recruit various businesses, agencies, and community members to obtain School-to-Career opportunities for students including mock and informational interviews, worksite tours, guest speakers, and other needs as requested
  - 3.8. Coordinate student participation and process paperwork for all school-to-career activities including Career Pathway student volunteer hours
  - 3.9. Attend community outreach meetings as requested
  - 3.10. Complete reports as requested
  - 3.11. Utilize and maintain School-to-Career database systems
  - 3.12. Oversees all the trips outside of the building for various school-to-career activities
  - 3.13. Accumulate information regarding apprenticeships and trade programs
  - 3.14. Identify and recruit various businesses, agencies, and community members to obtain School-to-Career opportunities for students.
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- 3.15. Coordinate student participation, process paperwork and update and maintain database for Work Experience Credit.
- 3.16. Develop and coordinate major college and School-to-Work events.
- 3.17. Provide Feedback – on essays and choices of colleges.

- 4. Perform other duties, as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, 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.

## **EDUCATION and/or EXPERIENCE**

Up to 1 year of college: Positions at this level require training and/or knowledge base equal to a high school education or equivalent. Up to one year post high school education or vocational training may be required. Programs leading to certificates obtained in 1 year or less are also placed at this level. Up to 1 year of experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

## **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

## **REASONING ABILITY**

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.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

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## **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. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

## **PHYSICAL DEMANDS**

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

## **MENTAL DEMANDS**

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

## **PAY EQUITY SCOPE**

The position has regular communication inside and outside the organization to exchange ideas and gather information with regular responsibility for creation, development, design, or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to create new ideas and/or generate original work is an important aspect of the position. Approximately half of the work time is spent on creative or developmental endeavors requiring both original work and substantial refinement of previous practices. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. Ability to influence treatment outcomes is minimal. The ability to influence overall agency image is minimal. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. Positions at this level are expected to handle regularly assigned work. Which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have some must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

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