



# Job Description

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**Job Title:** Secretary I –  
Online School Assistant Secretary      **Classification:** Class 11

**Schedule:** 4 hrs per day, 9 months per year,  
About 184 days per year

## **SUMMARY**

To provide clerical and record keeping services to the David Douglas Online Academy and assist with daily operations. To provide secretarial, reception, and organizational services to all David Douglas Online Academy programs.

## **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. Clerical and Record Keeping
  - 1.1. Maintain attendance records for participation in David Douglas Online Academy
  - 1.2. Prepare and distribute supplies, parent correspondence and other documents for the David Douglas Online Academy
  
2. Secretarial & Reception Duties
  - 2.1. Represent the David Douglas Online Academy office by phone and personal contact with students, parents, staff and visitors
  - 2.2. Sort and send mail and package deliveries
  - 2.3. Proofread and prepare monthly parent newsletter
  - 2.4. Support Principal with projects / organization
  - 2.5. Provide information on general school information and policies
  - 2.6. Respond to student inquiries and problems
  
3. School-to-Career:
  - 3.1. Assist students and families with FAFSA/ORSA needs
  - 3.2. Advise students on various college needs
  - 3.3. Proof-read essays and applications for admissions or scholarship needs
  - 3.4. Coordinate and perform practice interviews with students for scholarships or admissions entry
  - 3.5. Serve as a liaison to other district career centers
  - 3.6. Keep consistent communication with families and students around college updates
  - 3.7. Attend community outreach meetings as requested
  
4. Perform other duties, as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

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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**

High School diploma/GED/equivalent; No experience is required. Skills and abilities are learned on the job in a short period of time.

## **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.

## **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

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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 some interaction primarily with those inside and outside the department to exchange factual information with minimal assigned responsibility for creation, development or design of new product, program, methods, system, procedures or policies. The requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position. There is the expectation to identify ideas to improve own work processes or work group processes. 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 occasionally encounter some variations from the norm and are encouraged to suggest ways for handling these. Positions at this level perform recurring routine work with regular supervision and generally function from a set of instructions or written procedures. The position is not granted the latitude to take final action. Work requires an occasional decision or recommendation about a situation outside the norm, or identification of potential problem situations. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

## **ADDITIONAL REQUIREMENTS**

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*

*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

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