



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Administrative Assistant - EI/ECSE Site Based

Department: Early Learning

Location: As Assigned

Reports To: Principal

FLSA Status: Non Exempt

Bargaining Unit: Classified, OSEA

Compensation: Classified Salary Schedule - Range G

Work Days: 220

Prepared Date: 08/2020

Revised Date: 11/2023

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The primary purpose of this position is to provide secretarial support to the principal and other administrators as assigned, and to oversee the school office activities in support of the services provided to students, parents, instructional and support employees. Performs clerical and secretarial work involving word processing, spreadsheets, filing, and record-keeping for the center. Considerable public contact is involved, and employees of this classification are expected to employ skill and judgment in the conduct of these contacts within established policies and procedures.

Generally, this assignment requires the use of one or more software solutions at an intermediate level of efficiency and accuracy, including assisting site personnel with basic troubleshooting. This position requires detailed knowledge of the specific assignment and department/NWRES D procedures related to the duties assigned, and exercises considerable independent thinking, judgment, problem-solving, and decision-making in receiving, processing, recording, follow-up, and distribution of information in collaboration with their assigned administrator.

QUALIFICATIONS: 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.

1. High School Diploma or GED
2. Demonstrated high level of communication and interpersonal skills

3. Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES:

1. Ability to operate a variety of office equipment, including computer, copier, FAX, and other related equipment or machines
2. Possess organizational skills for effectively managing multiple tasks
3. Advanced experience with Google and Microsoft Office Suite – including Word, Excel, PowerPoint and Outlook
4. Extensive experience with data entry in a variety of information systems
5. Ability to understand and follow verbal and written communication
6. Strong working knowledge of spelling, punctuation, capitalization, word usage and sentence structure of the English language
7. Demonstrated ability to compose a finished product from rough copy or verbal instructions
8. Record of ability to work under pressure and tight timelines
9. Ability to respond to demands of public contact, communicate skillfully in stressful situations using conflict resolution strategies, and respond appropriately in emergencies or crises.
10. Ability to maintain the integrity of confidential information and able to respond sensitively to questions about student, family and staff matters
11. Ability to work independently on complex tasks

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Greet and assist ESD staff, students, family, volunteers, agency partners and community members both in person and by phone – this includes routing calls, relaying messages, receiving and directing visitors, determining priority matters promptly and courteously
- B. Screen inquiries of staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- C. Receive and direct Substitutes assigned to the building. This position is assigned as "Campus/Org User" for the building, which includes responsibility for verification of substitute jobs against time sheets, entering vacancy/absences that are past the reporting deadline, and providing demonstration of the basic features to internal employees or substitutes as needed.
- D. Provide a variety of secretarial duties for the School Principal to include: maintaining calendar, scheduling building meetings, assisting with

- documentation and phone calls, etc.
- E. Compose, review, edit, and proofread documents and reports in Word or Google Docs, using outstanding knowledge of business English, including composition, spelling, grammar, punctuation, and letter format
 - F. Maintain calendar of meetings; schedule meetings as directed
 - G. Prepare requisitions, purchase orders, and reports including the appropriate documentation using the fiscal database and intermediate to advanced functions in Excel
 - H. Process and distribute documents and materials (building mail, staff time sheets, building facility use, work orders, etc.) for the purpose of disseminating information to appropriate parties for action I. Maintain student records: Data entry and reports from EI/ECSE Student Information System; distribution of student files and data and communication with Principal and case managers regarding completion status; ALERT immunization record maintenance
 - I. Provide monthly invoicing to NWRES D Accounts Payable for typical peer programs
 - J. Student Medication Administration – includes record keeping related to medication and emergency medical protocols, and health room maintenance
 - K. Assist with transportation requests and troubleshooting with component school district personnel related to bussing
 - L. Liaison to districts served by the building/location to support students, families, and projects/tasks as appropriate
 - M. Update website for school/program as requested
 - N. Assist other personnel in order to ensure efficacy of all site work. For EI/ECSE Administrative Assistants working in county Service Centers, this may mean providing coverage for the reception duties of the Service Center Administrative Assistant on an as-needed basis
 - O. Maintain a calm professional environment during times when interruptions, disruptions and a stressful environment interfere with the flow of work
 - P. Cultivate and model a respectful work and learning environment

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities

- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESA patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and 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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRES D believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their



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speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.