



38300 Wendling Road
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www.marcola.k12.or.us

Terry Augustadt - Superintendent

Heather Vanderploeg - Executive Assistant

EMPLOYMENT OPPORTUNITY

INTERNAL AND EXTERNAL JOB POSTING

#SPED-03212022

2022-23 Student Services Secretary

Posting Date	03/21/2022
Closing Date	Open Until Position Filled
Job Title	Student Services Secretary
Classification	Confidential
Description	This position provides administrative, secretarial, clerical, record keeping and organizational support to assure efficient office operations for the Director of Student Services.
Starting Date	August 1, 2022
Position Term	2022-23 School Year
Reports To	Director of Student Services and Superintendent
Salary	\$22.50-\$25.00 plus benefits
Hours	Full Time - 192 days, 32 hrs/week.
Location	Marcola School District

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MARCOLA SCHOOL DISTRICT VISION

Candidates will possess the following qualifications that support our district vision

"Students, Staff and Community Dedicated to Excellence"

Job Summary

Performs a wide variety of office support duties, provides administrative support, and systems support to the Director of Student Services and team. This position manages daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

Essential Duties & Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

Follows and maintains knowledge of applicable District policies and procedures.

1. *Provides administrative-level assistance for the Director of Student Services. Prepares correspondence, reports, research, and other material of a legal, confidential, general, and technical nature.*
2. *Coordinates the flow and assignment of Student Services work to ensure timely completion of tasks.*
3. *Receives inquiries regarding Student Services programs and activities from District and community; explains Special Education laws and Special Education policies, rules, regulations and procedures at the direction of the Student Services Director. Within prescribed guidelines may be required to interpret policies and procedures. Compiles and checks records and reports for accuracy, completeness, and conformance with policies, standard and state agency requirements. Serves as resource person for building level staff, and Principals.*
4. *Coordinates meetings, schedules meeting space; prepares materials, notifies participants; attends meetings, records matters discussed and action taken, and prepares minutes of meetings as requested. Provides information to the public and staff regarding department activities via website, e-mail lists, and other communications.*
5. *Establishes, monitors, and maintains multiple comprehensive and complex records and filing systems including files of a confidential nature. Files and retrieves documents, develops forms, opens and distributes mail for student services staff.*
6. *Operates a personal computer, data entry or computer terminal; makes entries, retrieves information as requested or assigned. Operates standard office machines such as copy machine, fax machine, scanner, calculator, typewriter and postage meter.*
7. *Provides support for case-Managers, IEP, Section 504, Title, and utilizes Tie-Net and Power School Databases.*
8. *Provides assistance with Special Education related testing as well as state and district testing.*
9. *Manage the day to day records in TieNet as well as review and finalize reports, files, and other documents for accuracy, completeness and conformance to standard procedures for MSD and TNW.*
10. *Compile, complete and process all collections required by the Oregon Department of Education and monitor compliance reports for all special education requirements.*
11. *Review and finalize reports, files, and other documents for accuracy, completeness and conformance to standard procedures for MSD and TNW using Tienet.*
12. *Comply with district, state, and federal laws, rules, and regulations to complete assigned duties.*
13. *Maintain a high level of ethical behavior and confidentiality in all areas and especially when dealing with student and staff information.*
14. *Perform other duties and responsibilities as required by supervisor.*

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 equivalent and an Associate's Degree; two years of successful secretarial or clerical experience preferably in a school setting; or such combination of formal training and experience to meet the requirements of the position.*
2. *Demonstrates excellence in written and oral communication including demonstrated knowledge of proper use of spelling, capitalization, word usage, punctuation and sentence construction required to compose management level correspondence and reports.*
3. *Ability to plan, organize, prioritize, multi-task, and complete work in a timely manner, including the ability to work independently on difficult or complex tasks, often with minimal time frames for completion.*
4. *Ability to perform duties with initiative and judgment and to use resourcefulness and tact in group or individual contacts. Ability to process confidential information in a discrete and professional manner.*
5. *Demonstrated competence in the operation of computer systems and perform data entry with a high degree of accuracy required. Demonstrated knowledge of software programs required; Word, Excel, Google.*
6. *Working knowledge of school budget accounts and codes and basic record keeping and bookkeeping practices. Understanding of Special Education or demonstrate the ability to become proficient in a timely manner.*
7. *Ability to establish and maintain effective working relationships with supervisor, staff members, students, parents, agencies, and the general public.*
8. *Ability to successfully complete such training as may be requested or required.*
9. *Possess a valid Oregon Driver's license; passage of a national criminal history verification required.*
1. *Provide proof of vaccination for COVID-19 per [OAR 333-019-1030](#) COVID-19 Vaccination Requirements for Teachers and School Staff.*

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

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.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Employer Website: www.marcola.k12.or.us

Terms of Employment

Salary to be determined by the Superintendent. Work schedules to be determined by the Superintendent or designee and will be based on the operational needs of the district.

Application Requirements

- Cover Letter
- Resume
- Completed Application

Please submit your application including all required documents by following this [link](#) OR mail to MSD Human Resources Attn: Heather VanderPloeg 38300 Wendling Road, Marcola, OR 97454 OR email documents to hvanderploeg@marcola.k12.or.us

Internal applicants please send a Letter of Intent to Heather VanderPloeg, Human Resources - hvanderploeg@marcola.k12.or.us

Thank you for your interest in the Marcola School District.

EEO and ADA Information

Marcola School District is an affirmative action/equal opportunity institution. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, disability, or otherwise proscribed by applicable state and federal laws and regulations. Marcola School District will provide reasonable accommodations for the known disabilities of all applicants upon request and with appropriate advance notice.
