

POSITION ANNOUNCEMENT (K-8 SECRETARY)

POSTED: 03 MAY 2019

CLOSES: 17 MAY 2019

TERMS OF EMPLOYMENT

Hours: 8 hrs/day; 207 days/yr
Pay: \$17.72-\$23.05 (Will be updated per bargaining)
Supervisor: Principal
Start Date: 19 AUG 2019

QUALIFICATIONS:

1. Must have a high school diploma or equivalent.
2. Must have excellent communication, interpersonal, planning/organization, and problem solving skills.
3. Must have advanced secretarial skills, including utilizing technology, managing systems and processes, providing excellent service, attention to detail, and exceptional follow-through.
4. Must excel at the following competencies:
 - Applied Math
 - Business Writing
 - Microsoft Excel
 - Microsoft Word
 - Type 50 wpm
 - Google Apps: Docs, Calendar, Drive, Sheets, Slides, Meet, Sites, Contacts and Gmail.
5. Must be able to demonstrate proficiency in the use Skyward within twenty (20) workdays.
6. Must be able to use correct written and verbal language in all communications.
7. Must have proven record with observing confidentiality.
8. Must demonstrate proficiency with Monthly Enrollment Reports.
9. Must have a proven record of punctuality, dependability, and consistent attendance.
10. Experience with multi-line phone system preferred.

ESSENTIAL JOB FUNCTIONS:

1. Actively seek to understand and satisfy the needs of students, staff, and the public.
2. Organize, set priorities, and meet deadlines under considerable pressure and with multiple interruptions.
3. Work collaboratively with others.
4. Accept new and different responsibilities and conditions, adapting quickly and cooperatively.
5. Independently perform a variety of complex and detailed tasks quickly with a high degree of accuracy.
6. Serve as confidential secretary to the elementary/middle school principal.
7. Maintain school files and records, including but not limited to student cumulative files, enrollment and withdrawal records, and state and district reports in a timely manner.
8. Collate staff time sheets and check for accuracy.
9. Greet substitute staff and provide necessary building and schedule information.
10. Support and instruct assigned office assistants.
11. Coordinate volunteer sign-in as they are used in the building.
12. Draft, type, and process correspondence, minutes, newsletter articles, bulletins, reports, student performance programs, mail, etc.
13. Update district calendar entries.

14. Receipt, account form, monitor, and secure funds in the building; i.e. lunch money, fines, etc.
15. Remain positive, flexible and patient even in trying situations.
16. Handle first aid and health situations whenever the nurse is not readily available in the health room.
17. Interpret, communicate, and apply district and school rules, procedures, and policies consistently and accurately.
18. Other such job-related duties as may be assigned by the principal.

APPLICATION PROCEDURE:

District employees need to submit a letter of interest and an updated resume. Employee candidates applying for a district position who are not currently employed by the district must submit a completed [Employee Application](#), a background check (available at the front office), a letter of interest and a resume. Only application packets that are fully completed will be considered.

Immigration Reform and Control Act Requirement: New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

Job Sharing: Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

NOTICE OF NONDISCRIMINATION

Wahkiakum School District is an Equal Opportunity district in education programs, activities, services, and employment. Wahkiakum School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal.