

POSITION ANNOUNCEMENT (High School Assistant Secretary – Part Time)

POSTED: 31 JULY 2025

TERMS OF EMPLOYMENT

Hours: 3 hrs/day; 150 days/yr
Pay Range: \$21.27 - \$26.67
Benefits: None
Supervisor: Principal
Start Date: 25 AUG 2025

QUALIFICATIONS:

1. Must have a high school diploma or equivalent. AA preferred.
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
 - AI Applications
 - Google Apps: Docs, Calendar, Drive, Sheets, Slides, Meet, Sites, Contacts and Gmail.
5. Must be able to demonstrate proficiency in the use of Skyward/District Programs 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 have excellent customer service & conflict resolution skills.
9. Must be a self-starter who is flexible and a team player.
10. Must have a proven record of punctuality, dependability, and consistent attendance.
11. Experience with multi-line phone system preferred.
12. Successfully complete a criminal history and fingerprint check through the Washington State Patrol and FBI

ESSENTIAL JOB FUNCTIONS:

1. Support HS principal and Front Office Secretary
2. Assist with meeting the needs of students, staff, and the public.
3. Organize, set priorities, and meet deadlines under considerable pressure and with multiple interruptions.
4. Work collaboratively with others.
5. Accept new and different responsibilities and conditions, adapting quickly and cooperatively.
6. Independently perform a variety of complex and detailed tasks quickly with a high degree of accuracy.
7. Assist with Food Service/Library/Supervision duties as assigned at the High School.
8. Maintain school files and records, including but not limited to student cumulative files, attendance records, enrollment and withdrawal records, and state and district reports.
9. Greet substitute staff and provide necessary building and schedule information.
10. Support and instruct assigned student office assistants.
11. Coordinate volunteer sign-in as they are used in the building.

CLOSES: Upon Selection of Qualified Candidate

12. Draft, type, and process correspondence, minutes, newsletter articles, bulletins, reports, etc.
13. Update district calendar entries and website.
14. Receipt, account form, monitor, and secure funds in the building; i.e. lunch money, fines, etc.
15. Make field trip and travel plans for staff and students.
16. Remain positive, flexible and patient even in trying situations.
17. Handle first aid and health situations whenever the nurse is not readily available in the health room.
18. Interpret, communicate, and apply district and school rules, procedures, and policies consistently and accurately.
19. Other such job-related duties as needed and 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 and Background Check Form (available on website or at the front office), a letter of interest and a resume. Only application packets that are fully completed will be considered.

The Wahkiakum School District is a Drug & Tobacco Free workplace.

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, genetic information, 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. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. 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 following district employees, located at 500 S 3rd St, Cathlamet, WA 98612, who have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights Compliance Coordinator

Patti Phillips, HR

(360)795-3971

pPhillips@wahksd.k12.wa.us