

ELEMENTARY SECRETARY



Reports to: Building Principal
Salary Schedule: Schedule B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 5
Revised/Reviewed Date: January 2019

SUMMARY:

Under the direction of the principal performs a variety of secretarial services and office duties, to insure efficient operation of the school and enhance the effectiveness of school programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with the maintenance files and reports on student registration, attendance and other information as required by the district.
- Trains and supervises office assistants in proper and efficient procedures as needed.
- Answers telephone, distributes mail and other printed materials to appropriate staff.
- Prepares correspondence, memoranda, bulletins, data tabulations and required district forms efficiently and accurately.
- Provides secretarial services for staff as directed by the administrator or office manager.
- Prepares materials for distribution to students.
- Provides information to parents regarding school rules, regulations and events.
- Provides initial screening and greeting to all individuals and groups who enter the school.
- Works in close contact with parent and community groups in school-related activities.
- Coordinates outgoing and incoming communications to community, staff and students.
- Administers first aid to students as needed.
- Coordinates medical aid with parents and professional medical personnel.
- Assists administrator with building budget preparation, purchase orders and vendor orders.
- Assists in accounting for monies received for lunches and school events as necessary.

- Maintains financial records as necessary in coordination with the business office.
- Assists students and staff with various needs.
- Performs other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Attendance/Punctuality- Maintains regular and consistent attendance; arrive to work on time.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

Employee in this position may encounter prolonged sitting. Prolonged sitting at a desk and computer will be required.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent.
- One year post-high school secretarial training with excellent secretarial skills, operation of office machines, type 50 WPM.
- Two years secretarial/clerical experience.
- Strong computer skills.
- First Aid/CPR certified, or ability to become certified.
- Knowledge of school operations and ability to relate effectively to students, staff and parents.
- Basic understanding of bookkeeping procedures.
- Ability to adapt to a variety of situations, to remain calm under stress.
- Possess excellent English grammar, spelling and punctuation skills.
- Attendance and punctuality are important in this position.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.