

# HIGH SCHOOL STUDENT RECORDS/ SCHEDULING SECRETARY



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**Reports to:** Assistant Principal  
**Salary Schedule:** Schedule B  
**FLSA Status:** Hourly

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

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## **SUMMARY:**

Provide secretarial support for building principals as needed. Respond to inquiries from students, parents, staff, and community. Work with HS Assistant Principal on the master schedule. Responsible for scheduling the use of building, making appointment and preparing correspondences for assistant principal. Must maintain accurate reports and other information as required by the district.

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

- Prepare withdrawal packets and send student records for withdrawn students.
- Data entry as directed by supervisor.
- Input new student schedules and schedule changes as requested.
- Assist with organizing, maintaining and filing in student cumulative files.
- Assist in preparation of the Master Schedule, which includes, but is not limited to, building new courses and creating all course master sections and meeting patterns.
- Assist Counselors and Registrar as needed.
- Assist with 8<sup>th</sup> grade registration process, including input of student schedule requests.
- Assist Registrar with posting Running Start and New Student transfer grades to transcript.
- Maintain Graduation Requirements in Skyward.
- Student retention file maintenance for previous 6 years and 100 year.
- Monthly class count for high school administrators.
- Backup coverage at front desk as needed.
- Other duties as assigned.

## **COMPETENCIES:**

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

**Teamwork** - 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.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**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.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

#### **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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

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.

#### **EDUCATION AND EXPERIENCE:**

- High school graduate or equivalent required.
- Secretarial/clerical experience of at least two years.
- Experience working in school setting preferred.
- Knowledge of Skyward/WESPAC system preferred.
- Ability to work with people of diverse backgrounds.
- Excellent telephone and computer/data entry skills, with the ability to type 50 wpm.
- Valid First Aid/CPR card or ability to obtain.
- Attendance and punctuality are important in this position.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830,