

MS SECRETARY



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

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

SUMMARY:

Under the direction of the principal, provides secretarial services to insure efficient operation of the school and enhance the effectiveness of school programs. Provides confidentiality by having a thorough understanding of the school's purpose.

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

- Assist with managing school office.
- Assist with new student registration and withdrawals.
- Maintain student academic records and process academic files for withdrawals.
- Establishes and maintains files and reports on student ASB and athletic activities, including: Sports eligibility, athletic inventory, ASB budget/inventory, student clearance for participation, registration, attendance and other information as required by the district.
- Maintains facilities use calendar and processes associated paperwork/data.
- Trains and supervises office assistants in proper and efficient procedures.
- Answers telephone calls, 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.
- Prepares materials for distribution to students.
- Provides information and receptionist services as needed.
- Provides information to parents regarding school rules, regulations and events.
- Provides initial screening to all individuals and groups who enter the school.
- Works in close contact with parent and community groups in school-related activities.

- Creates and maintains discipline files and associated parent communications. Assures that all discipline communications including certified letters are mailed within mandated timelines.
- 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 in providing school ASB fiscal data.
- Assists administrator with building budget preparation.
- Assists in accounting for monies received for school events as necessary.
- Maintains financial records as necessary in coordination with the business office.
- Performs 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 graduation or equivalent.
- Two year post high school secretarial training.
- Required first aid training or ability to obtain.
- Excellent secretarial skills, including but not limited to; bookkeeping procedures, Word, Excel, general office machines and must type 50 WPM.
- Possess excellent English grammar, spelling and punctuation.
- Experience with Skyward student records program and student scheduling.
- Familiar with implementation and organization of state testing.
- Knowledge of school operation and ability to relate effectively with students, staff and parents.

- Ability to adapt to a variety of situations and to remain calm under stress.
- Attendance and punctuality are important in this position.
- Experience working with middle school students preferred.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.