

# Valley Academy of Learning Secretary



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

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

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## **SUMMARY:**

Under the direction of the principal and teacher coordinator, provides secretarial services to insure efficient operation of the school and enhance the effectiveness of the school programs.

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

- Answers telephone, distributes mail and other printed materials to appropriate staff.
- Greet visitors and direct as appropriate.
- Provides secretarial services for staff as directed by the administrator.
- Establish and maintain files and reports on student registration, attendance, discipline and other information as required by the district.
- Assist teachers with students in the classrooms with preparation and management of the paperwork for the program.
- Manage student electronic records (enrollment, withdraws, monthly state reporting, ect.)
- Train student assistants.
- Provides information to parents using multiple sources such as school messenger, email, newsletter, etc. regarding school rules, regulations and events.
- Coordinates medical aid with parents and professional medical personnel, including medication administration as needed.
- Administers first aid to students as needed.
- Prepare correspondence and required district forms efficiently and accurately.
- Assists administrator with building budget preparation, including managing building purchase orders.
- Purchase classroom and building material.
- Manage building absences, substitute needs and reconciliation.
- Operate office machines 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:**

- Secretarial/clerical experience of at least two years preferred.
- Must possess excellent telephone, recordkeeping, grammar, spelling and punctuation skill.
- Excellent computer skills required.
- Ability to work with people of diverse backgrounds.
- Excellent computer/data entry skills, with the ability to type 60 wpm.
- Valid First Aid/CPR card or ability to obtain.
- High school graduate or equivalent required.
- Attendance and punctuality are important in this position.

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Employee Name

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Review Date

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Employee Signature

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Supervisor