

WSHS 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:

Performs a variety of responsible office and secretarial duties, regularly and independently. Confidential secretary to a high school principal with a thorough knowledge of the school's purpose, function, and practices. Assists in relieving supervisor of administrative details. Responds to inquiries from students, parents, staff, and community.

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

- Answers phones, routes calls, and takes messages.
- Prepares correspondence, memos, and letters.
- Assist with student attendance records and student files.
- Provide support to Office Manager.
- Responsible for deposits for general fund and ASB fund.
- Welcomes visitors and provides general information.
- Coordinates and prepares for meetings and workshops.
- Maintains current files and organizes office and supplies.
- 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.

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 high school students preferred.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

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.