

JDC/Skill Source Secretary



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

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 5
Revised Date: April 2011

SUMMARY:

Under the direction of the principal, provides secretarial services to insure efficient operation of the JDC/Skill Source 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.

- Answering the school program office phone and follow through as necessary.
- Maintain school program filing system.
- Assist with substitute AESOP process, follow-up with appropriate substitute paperwork, meet and orient substitutes.
- Facilitate information between school program and juvenile center.
- Organize and distribute the district pony and regular mail.
- Maintain office equipment – paper, ink, service work, etc.
- Attend debriefing meetings with the teacher and detention staff.
- Track and file behavior reports.
- Supervision of students when requested by staff for short periods of time.
- Contacting the student's parent school to notify them of the student's school enrollment.
- Create and maintain student files.
- Keep an accurate and timely school contact log.
- Prepare and maintain accurate student transcripts.
- Communicate, organize and facilitate the monthly enrollment count process.
- Other related 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.

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.

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.
- Two years secretarial training, including computer MAC and word processing.
- Excellent telephone, record keeping/secretarial skills with the ability to type 60 wpm.
- Skyward experience preferred.
- Ability to work with people of diverse backgrounds.
- Possession of, or ability to obtain, First Aid/CPR card.
- Experience in utilizing conflict resolution, problem solving and goal setting strategies with students.
- Demonstrated effective communication skills with the ability to maintain an effective working relationship with juvenile detention center staff.
- Experience working with "at risk" youth.
- Attendance and punctuality are important functions of this position.
- A Washington State Patrol Criminal History Information Form, required by

RCW 43.43.830.