Job Title: Secretary – Elementary/Middle School

Job Summary:
Under the direction and supervision of the building principal or other designee, the secretary/bookkeeper will effectively ensure the smooth and efficient operation of the assigned location and will assist in coordinating the management of the school, or other, office. The secretary/bookkeeper will answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding services provided by the assigned location. This secretary position will perform secretarial duties of such office.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Operate telephone switchboard to answer, screen, or forward calls, providing information or taking messages.
- Respond to all clientele in a cordial, courteous manner, answer telephones, relay messages, and schedule appointments and building use.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Facilitate communication among the principal, students, parents, staff, and district using skills such as record keeping, filing, note taking, and word processing.
- Create data files and run reports using skyward software.
- Provide program reports on a regular basis; assist with the end of the year reporting, state audits, and statistical information as requested.
- Process daily attendance and prepare daily attendance reports including verification of excused and unexcused attendance, as well as generate absence reports.
- Generate truancy letters and manage all truancy paperwork.
- Transmit information and documents to people, using computer, mail, and facsimile machine.
- Use professional judgment when dealing with employees and the public.
- Maintain records and adhere to confidentiality policies.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Schedule and confirm appointments, use of meeting spaces, and ability to arrange travel, housing accommodations, meals, etc.
- Monitor and keep records for audit purposes.
- Provide typing, word processing, spreadsheet, graphics, and database work.
- Create data files/run reports using school software systems.
- Type accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data, purchase orders, evaluations, and other assigned clerical duties.
- Prepare and process various district documents including correspondence, memos, budgets, and reports. Including ASB and district financial reports.
- Maintain and inventory a supply of school and district forms.
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- Compile necessary forms for monthly payroll requirements for regular and substitute staff.
- Route mail, distribute all in-district communications, act as distribution center for various outside organizations.
- Collect and deposit money.
- Compose standard letter, memoranda, or reports independently or with little instruction in an accurate manner.
- Maintain student information such as but not limited to: scheduling, discipline, records, etc.
- Accurately process volunteer applications.
- Monitor staff absences, on a daily basis, and fill vacancies utilizing the district’s substitute placement and absence management system (AESOP).
- Administer first aid and dispense medication as per district policy.
- Assist with nursing tasks as delegated and trained by the school nurse, if applicable.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
- Computer experience with Microsoft Office and Skyward are required.
- Preference for a strong background in K-12 secretarial experience.
- Accurately operate 10-key by touch and type 60 wpm.
- Ability to organize, set priorities, meet deadlines, make sound decisions, attention to detail, and follow through on a variety of assigned tasks.
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility.
- Demonstrates excellence in clerical skills, including accurate filing, proofreading, grammar, spelling, punctuation, arranging letter format, etc.
- Demonstrates record keeping skills.
- Demonstrates organizational skills.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
• Demonstrates ability to relate and work effectively with staff and community.
• Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
• Ability to lift objects weighing up to 70 pounds.
• Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
• High School diploma or equivalent (documentation required at time of application).
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
• Valid Washington State driver’s license or evidence of mobility.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
• Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The secretary/bookkeeper shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and the Building Principal. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

Classification History:
Job description developed: June 2015 mmr
Job description revised: July 2017 lme

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.