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Buckley, WA 98321

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## **JOB TITLE: HONOR SOCIETY/DAFFODIL COORDINATOR**

**JOB SUMMARY:** Serve as National Honor Society Advisor

**MINIMUM REQUIREMENTS:** Valid Washington State Teaching certificate/ current White River High School Certificated employee. Prefer candidate with training and experience in an advisory position.

### **ESSENTIAL FUNCTIONS:**

- Facilitate and organize regular
- Facilitate community/fundraising event
- Facilitate and organize field trips
- Facilitate and organize induction ceremony
- Care and maintenance of graduation stoles
- Understand and comply with all ASB laws
- Provide access, and opportunities, and monitor community service hours
- Recognition of Honor Roll students
- Facilitate and organize Daffodil Selection Night
- Attend Princess Pomade & Queen Coronation night with WRHS Princess
- Facilitate and organize Daffodil Parade float
- Attend at least one parade

**WORK ENVIRONMENT/PHYSICAL DEMANDS:** Daily work is generally performed in an indoor school classroom. Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff, and parents as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. The position also entails significant walking, bending, standing, stooping, and possible physical interventions to maintain a safe learning environment.

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

**Knowledge** is demonstrated in the subject matter for which he/she is expected to teach; understands the legislated, moral, and ethical framework within which they work; uses the programs of study to inform and direct planning, instruction, and assessment.

**Skills** needed for identifying and responding to learner differences; planning for instruction, translating curriculum and outcomes into meaningful learning activities; creating and maintaining environments that are conducive to student learning and understanding needs for physical, social, cultural and psychological security; teamwork skills to collaborate with the administration, colleagues, support staff and parent-teacher organizations; be strong managers who command respect and lead by example; strong organizational skills necessary to plan lessons for each class, week and semester; keep students on task and maintaining a well-ordered classroom; to organize papers, files and their workload so they can grade and record/return papers promptly; attention to details which is necessary to maintain accurate and up-to-date records.

**Ability** is required to: establish relationships with students built on respect and a steadfast belief in the ability to learn at high levels; use a broad range of instructional strategies; create and enhance partnerships with parents that are purposeful and meaningful; identify and use relevant learning resources; to understand the importance of contributing, independently and collegially to the quality of the school; engage in assessing the quality of their teaching and career-long learning; understand their student's needs, abilities and learning styles and the various ways of teaching the subject matter.

**WORK RELATIONSHIPS:** Reports to the building Principal and/or Assistant Principal. Collaborates with other district staff. Daily interactions with students. Occasional interactions with parents and community.

**UNION AFFILIATIONS:** WREA

**FLSA STATUS:** Exempt

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This job description, revised **6/2024** is intended to describe the essential functions of the position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, however, it should not be considered an all-inclusive list of work requirements. Individuals may perform other related duties as assigned, including work in other functional areas, to cover absences or relieve, equalize work periods, or otherwise balance the workload within the location/district. Changes to the position description may be made at the employer's discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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Employment with White River School District is on a conditional basis pending: an approved criminal background clearance through OSPI, which includes checks through the Washington State Patrol and Federal Bureau of Investigation; and completion of an Employment Eligibility Verification form (USCIS Form I-9) presenting proof of identity and employment authorization status.

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The White River School District does not discriminate in any programs or activities based on 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. It provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Sunday Ferris, [sferris@whiteriver.wednet.edu](mailto:sferris@whiteriver.wednet.edu), (360) 829-3823, Section 504/ADA Coordinator, Molly Lutz, [mlutz@whiteriver.wednet.edu](mailto:mlutz@whiteriver.wednet.edu), (360) 829-3959, and Civil Right Compliance Coordinator Sunday Ferris, [sferris@whiteriver.wednet.edu](mailto:sferris@whiteriver.wednet.edu), (360) 829-3823. White River School District, P.O. Box 2050, Buckley, WA 98321.

I have read and understand and have received a copy of this job description. My signature acknowledges that I can perform this position's essential and other functions with or without reasonable accommodations.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_