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## **JOB TITLE: SECRETARY FOR ELEMENTARY**

**JOB SUMMARY:** The secretary for elementary performs secretarial and clerical duties at the elementary level. Along with regular office functions, the secretary for elementary works closely with the office manager.

**MINIMUM QUALIFICATIONS:** First Aid and Hands on CPR Certification must be maintained without interruption during term of employment.

### **ESSENTIAL FUNCTIONS:**

- Receive telephone calls, visitors, staff and students and work in a service-oriented fashion to meet their needs in accordance with school district policies and office procedures.
- Manage student/staff attendance records. Enroll and withdraw students including processing associated files, records, and forms following district and state regulations.
- Prepare and distribute reports and correspondence as required by the office manager, principal, assistant principal, counselor, and other staff.
- Establish, maintain, ensure proper use of, and be able to retrieve and produce a wide variety of manual and electronic documents, records and files for staff and students. Respond to inquiries from internal and external parties for the purpose of providing accurate and up-to-date information, for historical reference, for facilitating communication and/or providing direction in accordance with administrative procedures, guidelines and legal requirements.
- Evaluate the needs of the office related to equipment and supplies, and make necessary requests to the appropriate budget authority.
- Maintain student records, including cumulative files.
- Handle assigned clerical duties such as processing of student enrollment, records maintenance, maintaining health records, etc.
- Attend to sick students. Determine if parents should be called or student is returned to the classroom.
- Administer First Aid to injured students in emergencies. Determine if school nurse, parents, principals and/or 911 should be called.
- Call school nurse for serious injury or illness, including to teeth, head, fracture, deep laceration, seizure, temperatures above 103 degrees, all rashes, bee sting reactions, asthma or breathing difficulties. Send note to parents in the event of head bump or eye injury.
- Facilitate other Health Clerk duties as assigned and/or needed. Health Clerk Training required at the time of hire.
- Supervise student office help, if applicable.
- Work collaboratively with the building administration to support student learning and implementation of best practices.
- Engage in school-wide Positive Behavior Interventions and Support (PBIS) to enhance academic and social behavior outcomes for all students.
- Provide back-up support for other office secretarial/clerical staff.
- Participate in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, meeting district, state or federal guidelines, supporting the needs of the attendees.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:** The daily work is generally performed in an indoor office environment with frequent interruptions. The usual and customary methods of performing the job's functions require the following physical demands: sit or stand for prolonged periods; hear and speak to exchange information in person or on the telephone; some kneeling, bending, twisting, moderate lifting, walking, reaching, carrying, pushing and/or pulling; fine finger dexterity. The employee is frequently required to: visually concentrate on detail; be dexterous and/or precise. The employee will be exposed to: loud noises from children's activities; student illness and/or injuries; normal levels of office dust; a computer display terminal; office machines and their required chemicals.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge** to/of: keyboarding; perform basic math, including calculations using fractions, percentages, and/or ratios; read, write and communicate clearly; write documents following prescribed formats; present information to others; solve practical problems; district, state and federal regulations, policies and requirements pertaining to department services; in pertinent department and office policies and procedures; business telephone etiquette.

**Skills** to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions; operate standard office equipment including a variety of software programs; perform standard clerical procedures; utilize Microsoft Office software, and/or other current software, including advanced applications in Word, Excel, Access, Power-Point, Publisher and Google platforms; prepare and maintain accurate records; maintain tact in all situations; be organized, dependable and flexible.

**Ability** to establish and maintain cooperative, positive and effective communication and working relationships with District personnel, parents, students and the public; create and maintain databases; navigate the internet; operate email applications; learn various software programs; setup and maintain accurate filing systems; adapt to changing priorities; retrieve information upon request; organize and prioritize tasks; attend to detail; maintain accuracy and follow tasks through to completion; deal with sensitive information; maintain and honor strict confidentiality; organize and coordinate multiple activities simultaneously and meet established timelines; remain consistent, calm and fair under pressure; work effectively as a member of a team; work independently with minimal supervision; maintain regular and punctual attendance.

**WORK RELATIONSHIPS:** Reports to building principal or designee. Daily interaction with building staff and students. Significant interaction with parents. Regular interaction with district administration staff. Occasional interaction with the public.

**UNION AFFILIATION:** Public School Employees of Washington (PSE)

**FLSA STATUS:** Non-Exempt

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.

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: \_\_\_\_\_