

Grapeview School District

Job Description

K-8 District Secretary

Job Summary

The K-8 District Secretary performs skilled confidential secretarial and clerical duties for the management of the district office, elementary and secondary schools.

Essential Job Functions:

- Provides professional, positive customer service to students, parents, community members and staff
- Maintains all student records including new registration, out of district student information and home school student documentation, inputs immunization information in the computer
- Maintains all student attendance records including unexcused absence reporting and required parent contact, reports to principal daily on student attendance
- Ensures students records are accurate and is responsible for producing all state required reports reconciled and timely
- Responsible for understanding, inputting and updating student school calendar and scheduling of classes for middles school
- Responsible for understanding, keeping current and ensuring district is in compliance with CEDARS reporting
- Responsible for understanding, and keeping current on all aspects of al Skyward Student Software applications and Food Service Module
- Provides backup assistance to Nurse including, maintaining student medication records, administers medication, and attends required training as directed by the school principal
- Maintains daily, weekly and monthly meal accounting, reconciling and reporting for the Food Service program
- Responsible for understanding, implementing and administering the USDA Food Service program according to the guidelines published by USDA and OSPI
- Distributes, collects and approves all USDA Food Service Free and Reduced Meal applications
- Maintains all related food service records and applications in an organized format
- Assists all staff on computer related issues with Skyward Software for attendance, student information, report cards etc. Is the district liaison with ESD 113 for Student Skyward issues
- Receives, records and reconciles daily deposits and properly records revenue
- Maintains and accurately balances cash drawer
- Issues approved Purchase Orders for the principal and other administrators
- Orders all supplies and materials and checks in all purchases, and distributes to appropriate departments
- Maintains office supply inventory
- Maintains all office equipment, places service orders including copy machines, fax, mail machine
- Maintains all of the district forms and develops and constructs new forms as required
- Maintains Facility Use forms, requests, insurance and calendar

- Provides orderly distribution of mail and communication to staff, students and community
- Helps to maintain principal, superintendent and business manager calendar
- Maintains a calendar for all substitutes. Responsible for maintaining and updating substitute roster and placing calls for substitutes

Required Skills and Minimum Qualifications:

- Must have a High School diploma. College level training preferred
- Ability to understand and follow written and oral instructions and to understand, apply and interpret rules, regulations, procedures and policies
- Ability to establish and maintain effective and professional inter-personal relationships and communications with fellow workers, students, staff and the public and outside professionals
- Posses strong professional communication skills to communicate with other staff, parents and outside professionals
- Ability to accept instruction and follow through with assignment
- Displays good judgment and models appropriate behavior around children and adults
- Willingness and ability to attend District paid job related professional development classes
- Ability to lift at least 45 pounds
- Willingness to be a high performing employee, takes pride in work
- Ability to work with minimal supervision
- Uses time effectively
- Willingness to be a team player
- Possess strong organizational skills
- Ability to work under pressure
- Ability to proficiently operate standard office machines, adding machine, copy machine, and computer
- Ability to proficiently use Microsoft Office Suite, Excel, Word to create spread sheets, type business letters and correspondence

Reports to:

- Immediate Supervisor is the Principal

Compensation:

- Salary and Insurance commensurate to PSE Bargaining Agreement for Cook. Hourly rate for the 2010-2011school year is \$13.24 to \$14.92 per hour.

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time without notice. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.