CLASSIFIED POSITION ANNOUNCEMENT

SECRETARY 2
LAKEWOOD ELEMENTARY
LEAVE REPLACEMENT

Posting: 2015/2016-65

Announcement Date: March 31, 2016
Screening Date: April 15, 2016
Applications Due by: Open Unit Filled
Responsible To: Building Principal

Description of Position: This is a leave replacement position that will begin on the date of hire and continue until June 3, 2016. The contract may be extended if necessary. This position is 7 hours per day. Under the supervision of the Principal, the successful candidate is responsible for performing secretarial duties in the daily operations of the school office. This position may include, but not limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

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:

- Act as building receptionist, answer and direct calls, greet staff, students and visitors.
- Provide customer service to students, parents, staff, and community; including answering telephone, greets and direct visitors, and resolves conflict.
- Explain documents and requirements and answer procedural inquiries.
- Assist students in their daily needs in regards to sickness and/or injuries, etc. Maintain a valid first aid/CPR card and handle health related emergency situations in absence of administrators, or health personnel.
- Supervision of students in the office setting.
- Operate a variety of office equipment.
- Perform data entry, work processing, spreadsheet, and database functions.
- Process volunteer background information.
- Process bus and pick up passes to ensure a timely, safe and secure transfer of students from school to home, daycare or other destinations.
- Provide backup supervision in lunchroom as needed.
- Compose routine correspondence, including electronic communications, for building administrator, proofread drafts of correspondence for correct grammar, punctuation and spelling, make corrections as needed in order to provide communications that are clear and concise to parents, students, staff and community that effectively keep individuals informed of school and district wide events and activities.
- Sort and distribute mail (internal and external).
- Professionally interact with students, staff and public.
• Comply with all district policies and procedures.
• Register/withdraw students; create registration files, maintain and update student cumulative files to ensure student records are accurate, complete and meet district, state and federal policies and regulations.
• Coordinate and monitor daily attendance via student database programs, run attendance reports, monitor students with chronic attendance problems, consult with Principal to determine appropriate course of action.
• Provide assistance with student assessments.
• Assist staff, parents and Principal in special projects which include but not limited to parent activities, accreditation process, testing, special on-site workshops and student recognition events.
• Perform related duties as assigned.

Qualifications:

**Education and Experience:**
- High school diploma or equivalent.
- One year administrative assistant/secretarial/office experience including computer literacy.
- Ability to complete District required training within 60 days of employment.
- Valid CPR/First Aid Card and/or the ability to obtain one within 60 days of employment.

**Knowledge, Skills, and Abilities:**
- Maintain confidentiality regarding student, school and District and/or staff issues, conversations with administrators and correspondence.
- Ability to interact positively and confidentially with students, fellow workers and the general public.
- Knowledge of general office procedures, including filing, record keeping, procedures.
- Working knowledge of district adopted software including Microsoft Office, WESPaC.
- Skills in verbal and written communication and ability to maintain good working relations with co-workers, staff, students and community members.
- Ability to interact positively, be flexible, organized, problem solve, exercise sound judgment, tact, diplomacy, integrity and maintain professionalism in communicating and working with staff, parents, students and community.
- Ability to independently respond to problematic situations and remain calm in stressful situations.
- Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
- Ability to provide backup within office personnel positions and collaborate and contribute to a healthy work environment.
- Skills using office equipment.

Continued
**Hours Worked Per Week:** 7 hours per day  
**Days Worked Per Year:** 190 days per year  
**Wage Rate:** $16.58-$19.45 (Per 2015-2016 PSEOP Schedule A)  
**Benefits:** Per PSE Bargaining Agreement  
**Probationary Period:** Per PSE Agreement - Up to 60 working days

**APPLICATION PROCEDURES:**

**IN-DISTRICT APPLICANTS (within job title)**
1. Letter of interest to include:
   - Posting number
   - Specify how you meet the desired qualifications

**IN-DISTRICT (outside of the job title) OR OUT OF DISTRICT APPLICANTS**
1. Classified District Application  
2. Letter of interest to include:  
   - Posting number  
   - Specify how you meet the desired qualifications  
3. Letters of References (3)

Apply to: Valori Smith, Human Resource Officer  
Lakewood School District No. 306  
P.O. Box 220  
North Lakewood, WA 98259  
Phone: (360) 654-2071  
FAX: (360) 652-4509  
Email: vsmith@lwsd.wednet.edu

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**Immigration Reform and Control Act Requirement:** The recommended applicant, if not a current employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

**Disclosure Statement and Background Check:** Pursuant to Chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol. Employment status is contingent on verification of background check clearances.

**Job Sharing:** Per School Board Policy, #3550, the District will accept applications from individuals wishing to share a position.

**NON-DISCRIMINATION AND AFFIRMATIVE ACTION NOTICE**
The Lakewood School District is an Affirmative Action Equal Opportunity Employer. Applications from all groups are encouraged. Lakewood School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Board Policy #5010 provides the steps that shall be taken in the grievance process. Inquiries regarding compliance and/or grievance procedures may be directed to:

TITLE IX/RCW 28A.640 COMPLIANCE OFFICER  
SECTION 504/ADA COORDINATOR  
DISTRICT COMPLIANCE OFFICER  
Daniel Lee, Director of HR & Administrative Services  
17110 16th Dr NE  
Marysville, WA 98271  
360-652-4500