

Green Mountain School District No. 103

13105 NE Grinnell Road, Woodland WA 98674

360-225-7366

POSITION ANNOUNCEMENT FOR:

District/School Office Secretary

Job Function: The District/School Office Secretary position serves as the public face of the district/school. Under the general supervision of the principal and superintendent, this position is responsible for assisting the building and district administrator in smoothly running the facility by performing a variety of clerical functions while making sure that student, staff, building, district, and community needs are met in a timely manner.

District/School Functions:

- Serve as front office secretary/receptionist for the school/district office.
- Greet the public, answers telephone, work directly with students and parents in the office.
- Communicate with a variety of people and/or agencies for the purpose of providing information, ascertaining, and prioritizing needs, and furnish assistance as appropriate.
- Process a variety of documents, mail, and materials for the purpose of conveying information.
- Communicate with school buses via 2-way radio to coordinate student pick-up and drop-off, etc.
- Prepare annual school calendar.
- Responsible for enrollment/withdrawal of students, overseeing the request and/or forwarding of student records, and maintaining class lists/rosters.
- Overall responsibility for management of student information, includes scheduling students, overseeing attendance, maintaining course master schedule, processing report cards, processing student vaccination records, and processing annual vaccination report.
- Schedule parent/teacher conferences and send out parent notices.
- Track and communicate with principal student attendance report.
- Coordinate Choice student enrollment process.
- Coordinate and process homeschool documents and reports to state annually.
- Organize and coordinates school start up functions including year start up packets sent to families, coordinate Kindergarten registration process, and assist with Kindergarten Roundup planning, etc.
- Update classroom supply lists for new year.
- Process year-end teachers check out paperwork.
- Update and track electronic classroom inventory spreadsheets for year-end.
- Process various state/federal reports including CRDC semi-annual report.
- Assist principal with student academic data collection.
- Enroll and update Title 1/LAP/ELL entry & exit into Qmlativ system.
- Administer student medications and provide first aid, as necessary.
- Audit Free/Reduced applications.
- Coordinate hearing and vision screenings for students.
- Coordinate 8th grade graduation including invitations and programs for the event.
- Prepares various certificate awards for assemblies.

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- Prepare invitations and programs for holiday program, and Veterans Day program.
- Design and update monthly bulletin board. Update community facing bulletin board.
- Track and organize all office supplies for school & district.
- Maintains a list of surplus equipment and items.
- Coordinate field trips including scheduling venue, scheduling bus driver, preparing and processing permission slips, and prepping first aid supplies for the trip. Include emergency parent contact information.
- Track field trip financials and pay any fees. Report to fiscal department for PTSO billing as needed.
- Coordinate with school picture and yearbook vendor. Schedule picture days. Plan, produce, and publish annual yearbooks.
- Assist with organization of the agenda for board meetings. Record and type board meeting minutes during meetings.
- Monitor and track district policies and procedures that need updating and approved by the school board.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma/GED. Associate's degree or equivalent college or business college education preferred.
- Efficient typing/keyboarding skills with accuracy
- Ability to operate office equipment.
- Experienced with all Microsoft Office products.
- Demonstrated ability to communicate effectively, using proper grammar, spelling and punctuation both verbally and in writing.
- Detail orientated, dependable, tactful, and confidential.
- Self-motivated, work well under pressure and can work with constant interruptions in a positive manner.
- Three years of experience as a secretary, administrative assistant, or executive assistant desirable.
- Knowledge of school operations, practices, and procedures is preferred.
- Ability to establish and maintain positive relationships with others as part of a team.

Work Calendar and Compensation:

This is a full-time classified non-represented position (8 hours per day), with benefits including retirement, medical, dental, and vision insurance. The hourly wage will be dependent on education and experience. The anticipated wage range is \$24.58 - \$30.73 per hour after 60 provisional days. Position is 200 days a year with paid holidays and vacation per district policy.

This position is open until filled. Applications will be reviewed as they are received and will continue to be accepted until a candidate is selected for the position.

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