

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave
College Place, WA 99324
(509) 525-4827

Position: Administrative Assistant

Responsible to: Superintendent

Terms: The terms of employment shall be at the discretion of the superintendent. The position is full time as defined in the Classified Employee Handbook. Benefits cited in the Off Schedule Classified Employee Handbook shall be provided. Salary is established by the Board of Directors.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Knowledge with integrating technology into job results;
- Knowledge of District policies and procedures;
- Skill to share District policies and procedures without giving direction;
- Skill to manage timelines and meet deadlines;
- Skill to support two administrators simultaneously;
- Public Relations skills;
- Skill to manage multiple tasks and projects.

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 5% of the time, ~ 20% of the work day standing, reaching, bending, stooping, walking and ~ 75% of the time working from a sitting position;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Ability to attend regular and special School Board Meetings;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by supporting the Superintendent.

Essential Job Results:

1. Serve individuals by answering questions, scheduling appointments, and facilitating needs.
2. Personally assist Superintendent by accomplishing tasks as assigned. Types of assistance include, but are not limited to: maintaining calendars, scheduling

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Mission: Prepare kids for the future successes beyond College Place Public Schools

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appointments, researching, advertising, gathering and tracking data and preparing information.

3. Support the Superintendent by completing human resource tasks and work such as highly qualified teacher reporting, adhering to the timelines in collective bargaining agreements, and managing the posting, interviewing and hiring processes.
4. Facilitate communication with employees and community by composing and distributing newsletters, maintaining the splash page of the District web site, maintaining District calendars, and scheduling use of District facilities.
5. Track data by maintaining accurate records of: home school students, in and out of district student transfers, enrollment data, digital student data, and other lists.
6. Support District Office results by maintaining some basic knowledge of responsibilities of other positions within the District Office to maintain services should key personal be unavailable.
7. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
8. Protect the District by keeping information confidential.
9. Maintain technical knowledge by attending educational trainings.
10. Contribute to team efforts by accomplishing related results as needed or requested by District Administration.

*** ~ denotes approximation

Employee's Signature

Date Received

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