

# COLLEGE PLACE PUBLIC SCHOOLS

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

**Position:** Assistant School Secretary

**Responsible to:** Building Principal or designee

**Terms:** The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

**Required knowledge and skills:**

- High school diploma or its equivalent (GED);
- Knowledge of technology;
- Knowledge of school procedures;
- Skill to multi-task;
- Public Relations skills.

**Demonstration of required abilities:**

- Capable of lifting ~ 40lbs ~ 5% of the time, ~ 40% of the work day standing, reaching, bending, stooping, walking and ~ 55% 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;
- Support school rules and District policies and procedures.

**Job Purpose:** Focusing on kids and their learning by assisting the school secretary.

**Essential Job Results:**

1. Maintain student records by recording student, health, attendance, grades, schedules and all other district and state information required for each student enrolled in the school building.
2. Maintain processes by having a working knowledge of the school secretary's responsibilities and apply that knowledge and skill in the absence thereof.
3. Serve individuals by answering questions, scheduling appointments, and facilitating needs of students, staff, community, and administrators as needed.
4. Maintains financial security by following internal accounting controls when processing revenue received in the school building.

Vision: Focus on kids and their learning  
Mission: Prepare kids for their future beyond College Place Public Schools

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5. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
6. Protect the District by keeping information confidential.
7. Maintain technical knowledge by attending educational trainings.
8. Contribute to team efforts by accomplishing related results as needed or requested.

\*\*\* ~ denotes approximation

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Employee's Signature

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Date Received

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