

COLLEGE PLACE PUBLIC SCHOOLS

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

Position: School Secretary

Responsible to: Building Principal

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 with integrating technology into job results;
- Knowledge of school procedures;
- Skill to manage timelines and meet deadlines;
- Public Relations skills;
- Skill to manage multiple tasks and projects.

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 building Principal.

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 staff information by keeping track of absences and substitute reporting as necessary for payroll purposes.
3. Organizes work by reading and routing correspondence, collecting information and initiating communication as needed to facilitate the education process.
4. Serve individuals by answering questions, scheduling appointments, and facilitating needs of students, staff, community, and administrators.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

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5. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies and communicating with the business office.
6. Maintains financial security by following internal accounting controls when processing revenue received in the school building.
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.

*** ~ denotes approximation

Employee's Signature

Date Received

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