

COLLEGE PLACE PUBLIC SCHOOLS

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

Position: Special Programs Administrative Assistant

Responsible to: Special Programs Director

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 to maintain a website;
- Knowledge of program procedures and requirements;
- Skill to manage timelines and meet deadlines;
- 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;
- Maintain current valid driver's license and access to a dependable automobile;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by assisting the Special Programs Director with information, data collection, and management support.

Essential Job Results:

1. Personally assist Special Programs Director by accomplishing tasks as assigned. Types of assistance include, but are not limited to: maintaining calendars, scheduling appointments, researching, advertising, gathering / tracking data, preparing information and reports.
2. Maintain various program data, by collaborating with building secretaries, for effective entry-exit of student enrollment in special programs, health, attendance, grades, schedules, and all other district and state information required for each student receiving special programs' assistance.

Vision: Focus on kids and their learning

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

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3. Assist in the facilitation of the District's assessment processes by preparing rosters, managing the timeline for arrival / return of documents and files, communicating with building level coordinators.
4. Maintain the District's website presence by keeping information updated, making changes necessary to align with technology standards and verifying web links work properly.
5. Organizes work by reading and routing correspondence, collecting information / data, maintaining digital program processes, and initiating communication as needed to support the education process.
6. Serve individuals by answering questions and facilitating needs of students, staff, community, and administrators.
7. Maintain 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.
8. Acknowledge the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
9. Protect the District by keeping information confidential.
10. Maintain technical knowledge by attending educational trainings.
11. Contribute to team efforts by accomplishing related results as needed or requested.

*** ~ denotes approximation

Employee's Signature

Date Received

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