

Elementary Principal Secretary

Purpose Statement

The job of Elementary Principal Secretary is done for the purpose/s of providing secretarial and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and supporting daily operations, projects and site activities.

Application Due: February 15, 2019; open until filled

Anticipated Hire:

Salary Range: \$19.34 to \$22.61 **Working Days:** 5 **Hours Per Day:** 8

Position Location: McClure

Application Procedure

Position is open to in district staff only. Please submit letter of interest to the Grandview School District Office at 913 West Second Street, Grandview WA 98930 or to fledesma@gsd200.org.

Selection Process

Temporary for Summer School, June 22, 2019 - July 19, 2019, Monday - Friday. Bilingual preferred. PSE bargained position.

For more information contact: Faviola Ledesma Reference Control Number: 02/08/19

Phone: 509-882-8500 Fax: 509-882-2029

Email: fledesma@gsd200.org

Other Functions

- Administers medication and/or first aid to students under the guidance of the school nurse and follow procedure for inventory of medication for the purpose of meeting immediate health care needs.
- Collects payments for fines, fees, and fund raising for the purpose of depositing in proper district accounts utilizing district accounting guidelines.
- Compiles data from a variety of sources (e.g. student information, time sheets, calendars, student attendance, daily attendance records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs, assigned projects and/or activities (e.g. student enrollment, kinder enrollment, annual supply order, volunteer orientation; site time sheets/payroll; classroom and site staff coverage, facility usage, etc.) for the purpose of delivering services in compliance with established guidelines.
- Demonstrate effective time management skills and meets long-term and short-term essential functions and reports that are time bound for the purpose of office operations.
- Demonstrate effective interpersonal relationship skills by greeting all staff and visitors courteously and attempting to meet their needs to the best of his/her ability for the purpose of communication and effectiveness.

- Encourages, models, maintains high standards of professional conduct for the purpose of maintaining an effective work environment.
- Evaluates interactions and potentially volatile situations involving staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to administrative personnel for resolution.
- Maintains documents, files and records (e.g. administrative records, maintenance requests, building keys, office procedures, all forms, student files, etc.) for the purpose of providing up-to-date reference and audit trail.
- Maintains manual and electronic document files and records (e.g. emergency information, facility use, time sheets, etc), etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors account balances and supporting documentation (by administrator assignment) for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Monitors students referred for illness, discipline, etc. for the purpose of ensuring their safety and welfare.
- Notifies parents and/or guardians as needed or requested of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission, slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting reporting of excused absences and trancies.
- Orients new site personnel (e.g. substitutes, volunteers and staff as required) regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into site operations.
- Oversees office volunteers for the purpose of guiding and monitoring assignments while ensuring that building assigned objectives are achieved.
- Oversees office operations, volunteers and student workers for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Participates in a variety of meetings, workshops, and/or training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs record keeping and clerical functions (e.g. requisitions, copying, faxing, scheduling, correspondence, budget, purchase orders, work orders, permission forms, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares a wide variety of written materials (e.g. newsletters, flyers, awards, parent letters, schedules, reports, memos, letters, handbooks, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. report discrepancies, status changes, absence verification, substitute request, requisitions, student enrollments and withdraws, etc.) for the purpose of maintaining availability of required items.
- Proficient in MS Word, MS Excel, Power Point and other computer applications for the purpose of record keeping and reporting.
- Researches a variety of topics (e.g. discrepancies of attendance information and/or documentation, current practices, policies, education codes, etc.) for the purpose of maintaining availability of required items.

- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of greeting visitors, providing information, and/or taking/relaying messages.
- Selects appropriate channels for resolving concerns/problems for the purpose of communication.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Uses discretion and maintains the same level of ethical behavior in handling situations requiring confidentiality as that which is expected of fully licensed professionals for the purpose of confidentiality.

Job Requirements:

- Experience:** Job related experience with increasing levels of responsibility is desired.
- Education:** High school diploma or equivalent.
- Equivalency:** High School Diploma required. Associates Degree (AA) or Bachelors Degree (BA) preferred or related field.

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

CPR/First Aid Certificate
PSE Association Position

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Salary Grade

The following policies have been adopted and are reflected in our employment practices:

Grandview School District does not discriminate in any programs or activities, to include employment, on the basis of sex, race, creed, color, religion, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Grandview School District provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shawnta DiFalco, Director of Special Programs and Title IX/Civil Rights/ADA/504 Compliance Coordinator, 913 W. 2nd Street, Grandview, WA, 98930, (509)882-8507, smdifalco@gsd200.org.