



Entiat School District

Paul Rumburg Elementary School & Entiat Middle & High School

INTERNAL VACANCY ANNOUNCEMENT

BILINGUAL SECRETARY – Part-Time

OPENINGS: Part-Time Bilingual Secretary.

CURRENT OPENING: School Year Position
4.0 hours/day (8:30 am-12:30 pm)

DATES: CLOSING DATE: Open Until Filled
ASSIGNMENT DATES: Immediately – end of school year.

COMPENSATION: Hourly rate is \$22.62 - \$29.21 (includes .50 Interpreting bonus), depending on experience.
Eligible for medical, dental, and vision insurance, retirement

PRIMARY DUTY: Perform secretarial duties and serve as a translator and interpreter for the District as needed.

See page 2 for detailed job description and qualifications.

Entiat School District is located on the eastern slopes of the Cascade Mountain Range at the confluence of the Columbia and Entiat Rivers, about 15 miles north of Wenatchee. With a PreK-12 enrollment of approximately 400 students, the school system serves as the hub of community activities. Entiat is a family-oriented community with a rich history of support for public education, including passage of maintenance and operation levies.

APPLICATION MATERIALS MUST INCLUDE:

- Cover Letter of Interest
- District Classified Employment Application (not required if you have an app on file) (*on our website*)
- Current Resumé
- Letters of Reference (preferred, not required)
- Copy of High School Diploma or G.E.D. credential (may be obtained after hire)
- Copy of AA Degree or proof of higher education credits or Parapro Assessment Test score

SUBMIT TO: Robin Richter (rrichter@entiatschools.org) 2650 Entiat Way, Entiat WA 98822

If you are interested but need more information – please call Robin Richter at (509) 784-1800 option 3

NON-DISCRIMINATION IN EMPLOYMENT - The Entiat School District prohibits discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees, who have been designated to handle questions and complaints of alleged discrimination, can be reached as follows: Greg Whitmore (Civil Rights Compliance Coordinator) via e-mail at gwhitmore@entiatschools.org, or Susan Morris (Section 504 Coordinator) via e-mail at smorris@entiatschools.org, or Bill Edwardson (Title IX Coordinator) via e-mail at bedwardson@entiatschools.org, or call (509) 784-1800, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822

Entiat School District 127
Paul Rumburg Elementary School & Entiat Middle & High School

PART TIME BILINGUAL SECRETARY

JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to accept responsibility, take direction, and work independently and with flexibility
- Must have strong basic technology skills
- Must be fluent in Spanish and English both orally and in writing
- Ability to observe and record data accurately
- Ability to relate well with students, parents, and fellow staff members. Must possess a team-approach attitude.
- Must be able to represent the school district as a receptionist in a pleasant and professional manner
- Must have good organizational skills and be able to meet deadlines
- Ability to serve as a role model and to interact positively with students
- Must be able to maintain confidentiality in all work-related matters
- Must have mid- to high-level technology skills, including a working knowledge of Microsoft Office products and the ability to learn other school-related software programs
- Must have skill and accuracy in data input, and have basic math skills
- Ability to stand for an extended period of time; ability to lift 35 pounds

MINIMUM QUALIFICATIONS:

- Applicants must have a high school diploma or equivalent **-AND-**
- Associate of Arts (A.A.) Degree or higher **- OR -**
- Minimum of 72 quarter credits from accepted institution of higher education **- OR -**
- Successful completion of the ETS ParaPro Assessment (contact the District Office to take the assessment)
- Successful completion of a criminal record and fingerprint background check through the WA. State Patrol and FBI
- ***For current opening only***, bilingual fluency in English & Spanish is **required**.

PREFERRED QUALIFICATIONS:

- Experience working in a secretarial/clerical capacity.
- Experience working with children in a school environment.
- Valid first aid and CPR card or be willing to obtain.

PRIMARY DUTY: Act as an attendance secretary and receptionist in the elementary/middle/high school office, performing a wide variety of clerical tasks. Provide clerical support to principal and limited support for Health Room. Provide translation when needed.

DUTIES AND RESPONSIBILITIES: Depending on the individual assignment, the Bilingual Secretary may perform all, or a combination of several, of the following:

- Provide translation support for incoming/outgoing calls, office related services and documents
- Perform daily recordkeeping required to maintain accurate school attendance records for each student.
- Send attendance letters to families as applicable by district and state timelines
- Work closely with administrative team to initiate WARNS Assessment
- Coordinate Community Engagement Board meetings and records
- Prepare Truancy filings with Chelan County Juvenile Court
- Provide information on school programs and activities to parents and the community, and answer questions as needed
- Greet and assist guests and volunteers.
- Assist students in health room when coverage is needed
- Maintain a variety of required files, documents, and reports pertinent to school operations
- Issue student admit slips and monitor student sign out (students who leave during the school day)
- Assist with registration, enrollment, and withdrawal of students
- Serve as cashier for middle and high school students, receipting in school meal money and fees. Update student meal accounts accordingly.
- Maintain School Office Volunteer Records

- Manage, inventory, and order Chromebooks and their distribution to students
- Work closely with Tech Support on Chromebook related issues (ordering and repairing)
- Assist with student rostering into a variety of educational platforms
- Work effectively as a member of collaborative teams with staff and administrators
- Attend/participate in all required staff meetings and other activities deemed necessary by the District, in order to accomplish the objectives of the position and for professional development
- Maintain punctuality and consistent attendance.
- Other duties as assigned.

SUPERVISED AND EVALUATED BY: PreK-12 Principal