

Entiat School District #127
VACANCY ANNOUNCEMENT

DISTRICT OFFICE/TRANSPORTATION SECRETARY

OPENING: District Office & Pupil Transportation Secretary
Duration: 8 hours/day 202 days per year scheduled over 12 months

DATES: CLOSING DATE: March 20 or (Open Until Filled)
ASSIGNMENT DATES: Start on or approximately March 27, 2023

COMPENSATION: Hourly rate is \$22.40 – \$28.65, dependent on type and amount of experience
Eligible for medical, dental, and vision insurance, WA State Retirement
Exempt non-union position

PRIMARY DUTY: Act as secretary and receptionist in the school district office, performing a wide variety of clerical tasks. Provide clerical support to superintendent and business manager. Also act as Pupil Transportation Secretary.

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 375 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 Application/Interest
- Completed District Secretary Application Form
(go to website for printable application form: www.entiatchools.org, then 'Employment')
- Current Resumé (provide updated copy, if on file with District)
- Copy of college transcript or degree or ETS Parapro Assessment score
- Letters of Reference (preferred, not required)

CONTACT: Irma Verduzco (iverduzco@entiatchools.org) or (509) 784-1800 Option 3

SUBMIT APPLICATION MATERIALS

- **BY E-MAIL TO:** iverduzco@entiatchools.org - OR –
- **BY MAIL TO:** Irma Verduzco / Entiat School District / 2650 Entiat Way, Entiat, WA 98822

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@entiatchools.org, or Susan Morris (Section 504 Coordinator) via e-mail at smorris@entiatchools.org, or Bill Edwardson (Title IX Coordinator) via e-mail at bedwardson@entiatchools.org, or call (509) 784-1800, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822

DISTRICT OFFICE/TRANSPORTATION SECRETARY JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be able to represent the school district as receptionist in a pleasant and professional manner.
- Ability to accept responsibility, take direction, multi-task, and work independently.
- Must have good organizational skills and be able to meet deadlines.
- Must have mid- to high-level technology skills, including a working knowledge of Microsoft Office products, and be adept at learning other school-related software programs. Must have sufficient tech knowledge to do basic troubleshooting.
- Must have skill and accuracy in data input, and have basic math skills.
- Ability to communicate effectively, orally and in writing.
- Ability to relate well with students, parents, and fellow staff members.
- Must be able to maintain confidentiality in all student- and work-related matters

MINIMUM QUALIFICATIONS:

- Applicants must have one of the following three:
 - ✓ 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 records and background check through the WA State Patrol and FBI

PREFERRED QUALIFICATIONS:

- Experience working in a secretarial/clerical capacity
- Experience working with children in a school environment

DUTIES AND RESPONSIBILITIES: The district secretary may perform any of the following:

- Greet and assist guests and volunteers. Answer and direct telephone calls for the district office; operate PA system as needed. Take and deliver messages promptly. Provide back-up reception support to school secretaries.
- Maintain school board policy and procedure files. Provide information on district policies, programs, and activities to staff, parents and the community, and answer questions as needed.
- Gather and send out School Board packet; Attend all Board meetings as note taker; Create and maintain Board minutes.
- Maintain a variety of required files, documents, and reports pertinent to district operations.
- Maintain office machines (copier/fax, postage meter). Assist staff and students using copier and fax machine.
- Publish and distribute monthly school district newsletter utilizing Publisher.
- Food service management – Submit annual food service meal applications, file monthly food service claims and process/manage Direct Certification list monthly
- Serve as field trip coordinator, working with teachers, principal, and transportation department.
- Coordinate and manage facility use. Maintain district key system and inventory.
- Troubleshoot staff technology issues when desktop tech is not available. Review and monitor tech help tickets.
- Set up and maintenance of Red Rover Absence Management system
- Coordinate and maintain school district inventory for equipment and textbooks. Coordinate surplus disposal process.
- Serve as cashier for district office, receipting in district revenue. Make weekly deposits; manage bank transfers
- Process incoming and outgoing mail. Process incoming supply deliveries.
- Perform all duties of Transportation Secretary: maintain driver information, process pupil ridership reporting, etc.
- Maintain/update school website, Facebook page and electronic reader board,
- 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.
- Other duties as assigned.

SUPERVISED AND EVALUATED BY: Superintendent

Entiat School District 127